Pitney Bowes

To reorder supplies contact:
SupplyLine™
www.pb.com/supplies 1-800-243-7824

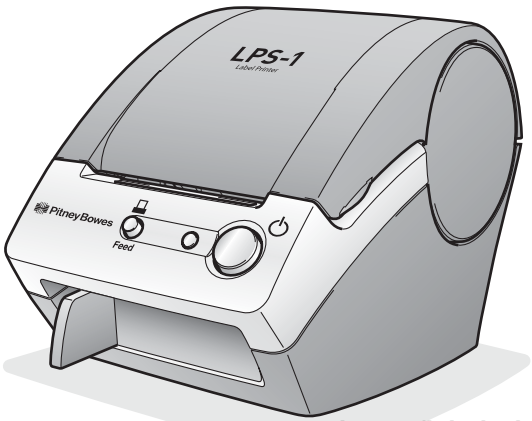
LPS-1

Label Printer

USER'S GUIDE

1 INTRODUCTION
2 GETTING STARTED
3 INSTALLING SOFTWARE
4 CREATING LABELS
5 APPENDIX

ENGLISH



www.pb.com/labelprinting

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INTRODUCTION

Congratulations on purchasing the LPS-1.
Your new LPS-1 is a label printer that connects to your personal computer, enabling you to quickly and easily print professional custom labels that you have created on your personal computer using the label editing software provided.

We strongly recommend that you read this User's Guide carefully before using your LPS-1, and then keep it nearby for future reference.

Federal Communications Commission (FCC) Declaration of Conformity (For USA Only)

Responsible Party: Pitney Bowes Inc.
1 Elmcroft Rd.
Stamford. CT 06926-0700
TEL: (203) 924-3614

declares that the product

Product Name: Label Printer LPS-1
Model Number: LPS-1

complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- The enclosed interface cable should be used in order to ensure compliance with the limits for a Class B digital device.
- Consult the dealer or an experienced radio/TV technician for help.
- Changes or modifications not expressly approved by Pitney Bowes, Inc. could void the user's authority to operate the equipment.

Pitney Bowes Customer-Friendly Return Policy

For purchases of equipment and non-consumable supplies, returns are accepted within 90 days of purchase. Consumable supplies may be returned within 90 days of purchase if unused and unopened or defective. After 90 days, but within 1 year, returns will be accepted on any defective items. No returns will be accepted after one (1) year, and no returns are accepted on custom-designed equipment or accessories. Please contact the PB Supply Line directly to arrange for a return authorization.

General Precautions

LPS-1

- The LPS-1 is a precision machine. Do not drop, hit or otherwise bang the LPS-1.
- Do not grab and lift the LPS-1 by the LA Roll compartment cover. The cover could come off and the LPS-1 could fall and become damaged.
- The LPS-1 may malfunction if left near a television, radio, etc. Do not use the LPS-1 near any machine that can cause electromagnetic interference.
- Do not expose the LPS-1 to direct sunlight.
- Do not place or store the LPS-1 near heaters or other hot appliances, in any location exposed to extremely high or low temperatures, high humidity or dusty locations. Doing so could cause the machine to malfunction.
- Do not use paint thinner, benzene, alcohol or any other organic solvents to clean the LPS-1. Doing so may cause damage to the surface finish. Use a soft, dry cloth to clean the dirty LPS-1.
- Do not place any heavy objects or objects containing water on top of the LPS-1. If water or any foreign object enters the LPS-1, contact the retail outlet where the LPS-1 was purchased or your local authorized service center. If you continue to use the LPS-1 with water or a foreign object in the LPS-1, the LPS-1 may be damaged or personal injury could result.
- Do not touch the cutter. Personal injury could result. Take special care when changing the cutter unit.
- Do not insert any objects into or block the label output slot, or USB port.
- Do not place any metal parts near the print head. The print head becomes very hot during use and remains very hot immediately after use. Do not touch it directly with your hands.
- Use only the interface cable (USB cable) included with the LPS-1.
- Use only genuine Pitney Bowes accessories and supplies. Do not use any unauthorized accessories or supplies.
- When using the LPS-1, place it on a stationary, level location.
- Use only the authorized power source for the LPS-1.
- When not in use for an extended period, remove the LA Roll from the LPS-1.
- Never disassemble the LPS-1 or get it wet with water to avoid possible fire or electrical shock. Do not remove the power cord from nor insert it into the electrical outlet with wet hands. Doing so could cause an electrical shock or fire.
- Do not attempt to print labels while the LA Roll compartment cover is open.

Pitney Bowes LA series Label Rolls (Die-cut and Continuous Tape)

- Use only Pitney Bowes LA series Label Rolls with this machine. Other rolls will not allow the machine to operate and could harm your LPS-1 Label Printer.
- If the label is attached to a wet, dirty, or oily surface, it may peel off easily. Before applying the label, clean the surface to which the label will be applied.
- Depending on the environmental conditions and the material, condition, roughness, and shape of the applying surface, part of the tape may not adhere properly or the label may peel off.
- In order to test the adhesive strength of the label or before using the label where safety is a particular concern, test the label by affixing a small piece of it to an inconspicuous area of the intended surface.
- If the label is used outdoors, ultraviolet rays, wind, and rain may cause the color of the label to fade and the ends of the label to peel off.
- Do not expose the LA Rolls to direct sunlight, high temperatures, high humidity, or dust. Store in a cool, dark place. Use the LA Rolls soon after opening the package.
- Scratching the printed surface of the label with your finger nails or metal objects, or touching the printed surface with hands dampened by water, sweat, or medicated cream, etc., can cause the color to change or fade.
- Do not apply labels to any persons, animals, or plants, or in public locations, or on another person's personal belongings without prior consent.

- Note that Pitney Bowes does not assume responsibility for any damage, etc. arising from failure to follow the precautions listed.
- When peeling a LA Die-cut Label, some portion of the label may remain. Remove the remaining portion before attaching a new label.
- Do not drop the LA Roll, or damage to the LA Roll could result.
- Be careful when handling the LA Roll.
  Dropping the roll may break the spool and make it unusable.

CD-ROM & Software

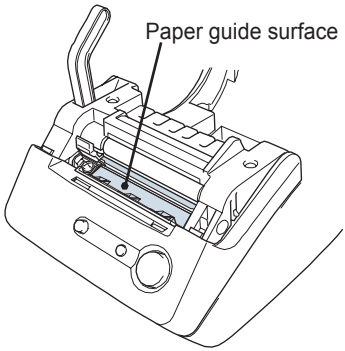
- Do not scratch the CD-ROM.
- Do not subject the CD-ROM to extremely high or extremely low temperatures.
- Do not put heavy objects on the CD-ROM or apply force to the CD-ROM.
- The software contained on the CD-ROM is meant for use with the LPS-1 only. See License on CD for further details. This software may be installed on multiple personal computers for use at an office, etc.
- Some DK rolls use permanent adhesive for their labels. These labels cannot be neatly peeled off once attached.

AC power cord

- Use only the AC power cord included with the LPS-1.
- If the LPS-1 will not be used for an extended period, remove the power supply cord from the electrical outlet.
- Always hold the plug when removing the power cord from or inserting it into the outlet. Pulling on the cord could cause a problem with the power cord.
- The standard electrical outlet shall be installed near the LPS-1 and shall be easily accessible.

Cutter unit

- To prevent injury from the broken cutter blade and unit, follow these points:
  Close the top cover when operating the cutter unit. Don't apply excessive pressure to the cutter unit. When the cutter blade becomes dull, replace the existing cutter unit with a new one. If the cutter blade should break off, unplug the power cord from the electrical outlet and remove the cutter unit carefully with tweezers so you do not touch the blade.
- If a paper jam should occur due to a build up of adhesive on the paper guide surface, unplug the power cord from the electrical outlet and wipe away the adhesive buildup on the paper guide surface with a cloth dipped in ethanol or isopropyl (rubbing)alcohol. It is recommended that you clean the paper guide when replacing the cutter unit.



- The average number of cuts is 5,000 or more depending on the operating environment. Dull cut, the inability to cut straight, or frequent paper jams may indicate that the cutter life is near the end. Replace the cutter if these conditions occur.

Symbols Used in this Guide

The following symbols are used throughout this guide to indicate additional information of varying degrees of importance.

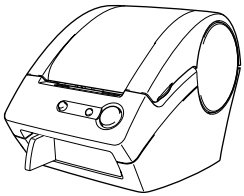
This symbol indicates information or directions that should be followed - if ignored, the result may be damage, injury, or failed operations.

This symbol indicates information or directions that can help you better understand or use the LPS-1 more efficiently.

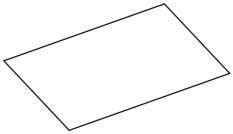
Unpacking Your LPS-1

Check that the package contains the following before using your LPS-1. If any item is missing or damaged, please contact PB Supply Line at 1-800-243-7824.

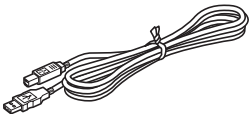
LPS-1



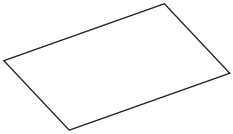
Quick Start Guide



USB cable
(Manufactured by Pitney Bowes Part No. XC8897051)

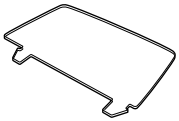


Pitney Bowes Customer-Friendly Return Policy

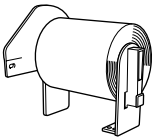


CD-ROM

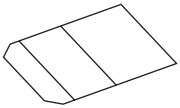
Paper guide



Starter roll



Cleaning Sheet

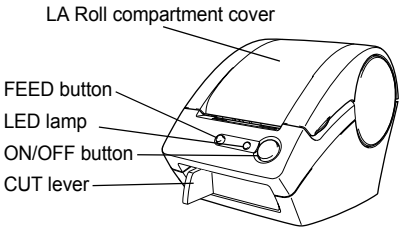


The LPS-1 includes one starter roll of LA Die-cut Online Postage / PC Postage Labels (100 labels).

LPS-1 Components

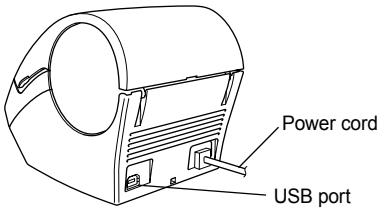
LPS-1 Label Printer

■ Front



If the LA Roll compartment cover is left open, dust will collect on the print head. Always close the cover.

■ Back



Do not connect the LPS-1 to the USB port of your personal computer yet.

Do not connect the LPS-1 to your personal computer until directed to do so when installing the printer driver. If the LPS-1 is connected to a personal computer that does not have the printer driver software installed, the dialog box shown here will appear. Click [Cancel], remove the USB cable, and then install the printer driver software.
Refer to "Installing the Software" on page 11.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
Pitney Bowes LPS-1
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

Button descriptions

The functions of the buttons on the LPS-1 are described below.

Button	Condition
ON/OFF button	Turns power to the LPS-1 on and off.
FEED button	• When using LA Die-cut Labels, feeds the LA Label Roll to the beginning of the first label on the roll. If this button is held for more than one second, the LA Label Roll is fed to the beginning of the next label on the roll. • When using LA Continuous Tapes, feeds 1" (25.4 mm) of the LA Label Roll. • If there is no LA Label Roll installed, the mode changes to a cleaning mode and the roller rotates for 1/3" (8 mm). If this button is held for more than one second, the roller rotates for 4" (100 mm).

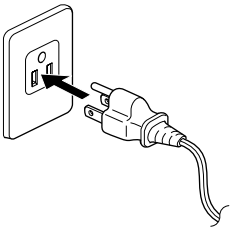
LED Lamp

LED lamp on the LPS-1 indicates the current operating condition.

Lamp	Condition
Not lit ○	Power is OFF.
Lit ☼	Power is ON. (Normally lit while power is on, the LED flashes during cleaning or if an error has occurred.)
Flashing fast ○☼○☼○☼	Indicates one of the following errors. • Cutter error • Label sensor error (LA Roll not installed correctly, end of LA Roll, or label jam) • LA Roll compartment cover is open during operation • Incorrect LA Roll installed • No LA Roll installed
Flashing slow ☼—☼○—○	Cooling (Waiting for temperature of print head to lower)
Turns off after flashing fast ten times ○☼ ×10	System error Turn the LPS-1 off and then on again. If this error re-occurs, please contact Pitney Bowes Service Express at 1-800-522-0020.

Connecting to the Power Supply

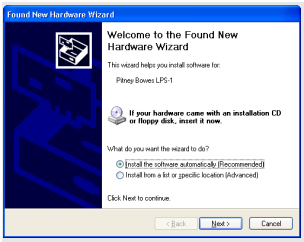
1 **Plug the power supply cord into a standard electrical outlet.**



- Check that the electrical outlet is 120 V before inserting the plug.
- Remove the power supply cord from the electrical outlet after you have finished using the LPS-1.
- Do not pull the cord when removing it from the electrical outlet. The wire in the cord may become damaged.

Do not connect the LPS-1 to the USB port of your personal computer yet.

Do not connect the LPS-1 to your personal computer until directed to do so when installing the printer driver. If the LPS-1 is connected to a personal computer that does not have the printer driver software installed, the dialog box shown here will appear. Click [Cancel], remove the USB cable, and then install the printer driver software.
Refer to "Installing the Software" on page 11.


Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
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If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

Installing the LA Roll

There is a wide range of LA Rolls available for use with your LPS-1, allowing you to create almost any type of label you need.

Available supplies

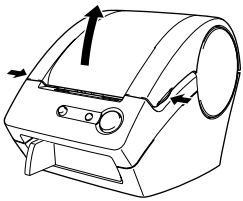
The types of LA Rolls that may be used with the LPS-1 are listed below.

Stock No.	Description
LA0-2	4" Online Postage/PC Postage Label
LA0-5	Continuous Paper Tape
LA0-8	Large Address Label
LA0-9	Small Address Label

To obtain optimum performance, use only genuine Pitney Bowes accessories and LA Rolls.

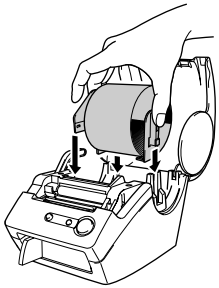
Installing the LA Roll

1 **Press the ON/OFF button to turn the LPS-1 off. Hold the LA Roll compartment cover at the sides near the front of the LPS-1 and firmly lift up to open the cover.**



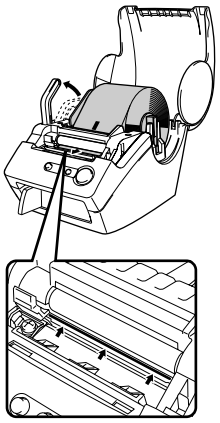
2 **Place the spool into the spool guides in the LA Roll compartment.**

- Make sure that the spool arms are inserted firmly in the spool guides on the left and right.
- Insert the spool with the LA Roll located on the right hand side of the LPS-1.

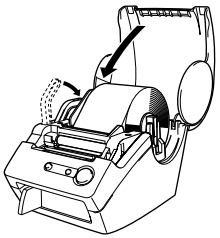


3 **Lift the label lever and then thread the end of the LA Roll into the slot immediately before the cutter.**

When unable to thread the end of the LA Roll to the slot, thread it as far as possible, lower the label lever and close the cover, then press the FEED button to set the roll.



4 **Lower the label lever and then close the LA Roll compartment cover.**

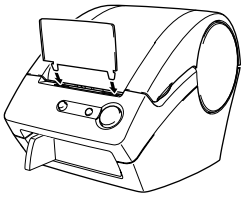


Installing the Paper Guide

Your LPS-1 comes with a paper guide that collects a strip of printed labels that have been printed and not yet cut off from the machine.

1 **Attach the paper guide to the front of the LPS-1 as shown in the figure.**

Remove the paper guide when printing more than 10 labels continuously.



INSTALLING SOFTWARE

Software Overview

Install the following label editor software and printer driver on your personal computer to design professional labels and print them on your LPS-1.

P-touch Editor Version 4.1

Use this powerful label design software to create a wide variety of custom labels. P-touch Editor Version 4.1 also contains features to link and use data from databases, as well as features for managing names, addresses and other information previously entered on labels.

P-touch Library

Use this software to store labels you have created, and then quickly and easily retrieve these labels for use again.

Add-In Software for MS Word/Excel/Outlook

These Add-Ins allow you to quickly and easily copy data into a label directly from Microsoft® Word, Excel or Outlook®, using the Add-In icon in the tool bar of each application.

Printer Driver

This software enables your personal computer to print labels on your LPS-1.
The CD contains the printer driver for the specific model purchased.

Software and Compatible Operating Systems

The software is compatible with the following operating systems and versions of Microsoft® applications.

P-touch Editor Version 4.1, P-touch Library and Printer Driver

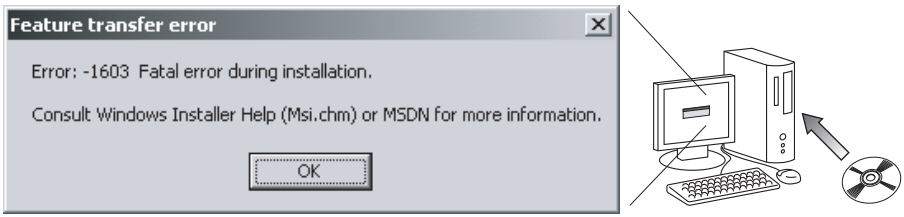
Microsoft® Windows® 98 SE, Microsoft® Windows® Me, Microsoft® Windows® 2000 Professional and Microsoft® Windows® XP (Home/Professional).

Add-In Software for MS Word/Excel/Outlook

Microsoft® Word 97/2000/2002/2003, Microsoft® Excel 97/2000/2002/2003, Microsoft® Outlook® 2000/2002/2003.

Installation Precautions

- Do not connect the USB cable to a personal computer until the software has been installed.
- When using Windows® 2000 Professional and Windows® XP (Home / Professional), log on as an administrator before installing the software.
- When you are installing the software from the CD-ROM, the following dialog box may appear on the screen. If so, click [OK] and reinstall the software from the beginning.


Feature transfer error
Error: -1603 Fatal error during installation.
Consult Windows Installer Help (Msi.chm) or MSDN for more information.
OK

Installing the Software

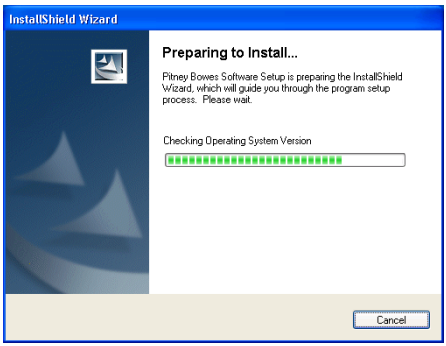
The installation procedure differs depending on the operating system running on your personal computer. Refer to the installation procedure for the appropriate operating system to install the software.

Refer to “When using Microsoft® Windows® 98 SE” on page 16 for the installation procedure for that operating system.

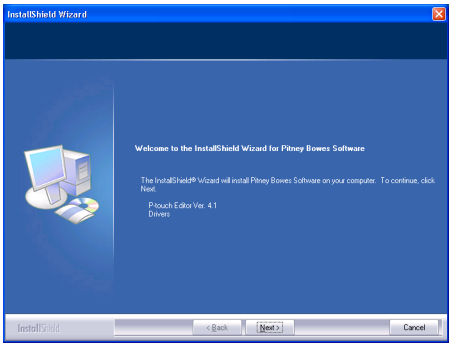
When using Microsoft® Windows® Me/2000 Professional/XP (Home/Professional)

1 **Start your personal computer and insert the CD-ROM into the CD-ROM drive.**
A dialog box appears briefly while the InstallShield® Wizard prepares for installation. When the preparation is complete, the InstallShield Wizard welcome dialog box appears.

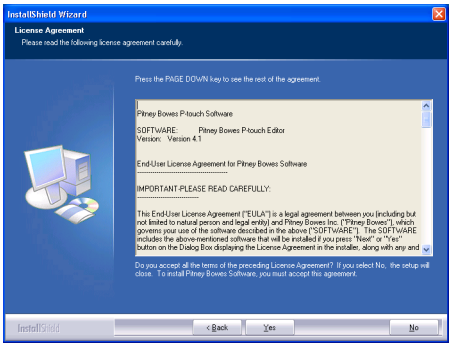
- It may take a short time for the dialog box to appear.
- If the program does not start and the dialog box does not appear, navigate to the contents of the CD-ROM, and then double-click the “Setup.exe” icon.


InstallShield Wizard
Preparing to Install...
Pitney Bowes Software Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Checking Operating System Version
Cancel

2 **Click [Next] to begin installation.**
The License Agreement dialog box appears.

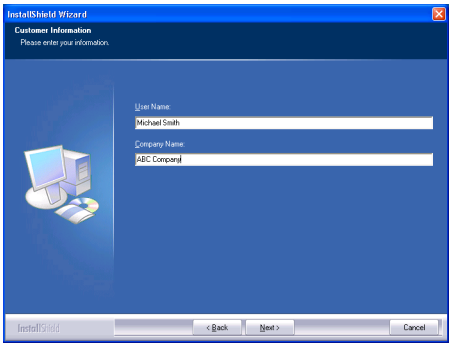

InstallShield Wizard
Welcome to the InstallShield Wizard for Pitney Bowes Software
The InstallShield® Wizard will install Pitney Bowes Software on your computer. To continue, click Next.
P-touch Editor Ver. 4.1
Drivers
InstallShield
< Back
Next >
Cancel

3 **Carefully read the license agreement. If you agree to the terms and conditions of the license agreement, click [Yes] to continue installation.**
The Customer Information dialog box appears.

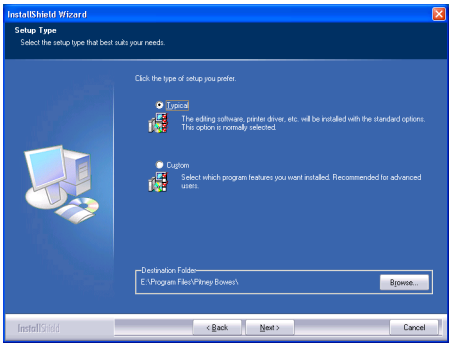

InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
Pitney Bowes P-touch Software
SOFTWARE: Pitney Bowes P-touch Editor
Version: Version 4.1
End-User License Agreement for Pitney Bowes Software
IMPORTANT-PLEASE READ CAREFULLY:
This End-User License Agreement ("EULA") is a legal agreement between you (including but not limited to natural person and legal entity) and Pitney Bowes Inc. ("Pitney Bowes"), which governs your use of the software described in the above ("SOFTWARE"). The SOFTWARE includes the above-mentioned software that will be installed if you press "Next" or "Yes" button on the Dialog Box displaying the License Agreement in the installer, along with any and
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Pitney Bowes Software, you must accept this agreement.
InstallShield
< Back
Yes
No

4 **Enter your “User Name” and the “Company Name”, and then click [Next].**

The Setup Type dialog box appears.



5 **Select the type of setup you prefer. Change the default destination folder if you wish to place the program files elsewhere, and then click [Next].**


InstallShield Wizard
Setup Type
Select the setup type that best suits your needs.
Click the type of setup you prefer.
Typical
The editing software, printer driver, etc. will be installed with the standard options. This option is normally selected.
Custom
Select which program features you want installed. Recommended for advanced users.
Destination Folder
E:\Program Files\Pitney Bowes\
Browse...
InstallShield
< Back
Next >
Cancel

- Click [Browse] to select an alternate destination folder.
- Select "Custom" to install a particular feature. For example, to install the printer driver only.

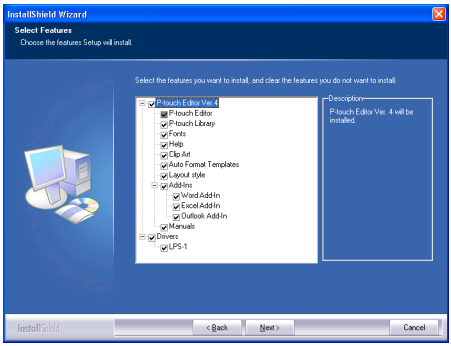
The following items will be installed.

Typical

• P-touch Editor • P-touch Library • Fonts
• Help • Clip Art • Auto Format Templates
• Layout styles • Add-Ins • Manuals • Drivers

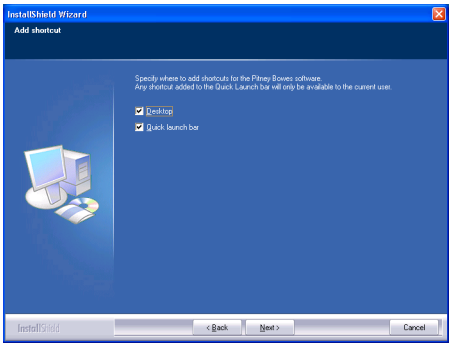
Custom

Click [Next] and select the features you want to install on the Select Features dialog box.
Check on to select and off to unselect the items to be installed.



The Add Shortcut dialog box appears.

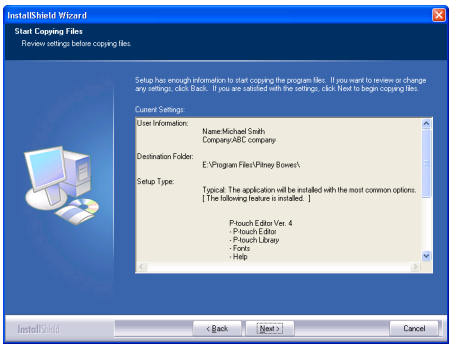
6 **Specify where to add shortcuts (for easy, one click access) for the Pitney Bowes software, and then click [Next].**


InstallShield Wizard
Add shortcut
Specify where to add shortcuts for the Pitney Bowes software.
Any shortcut added to the Quick Launch bar will only be available to the current user.
Desktop
Quick launch bar
InstallShield
< Back
Next >
Cancel

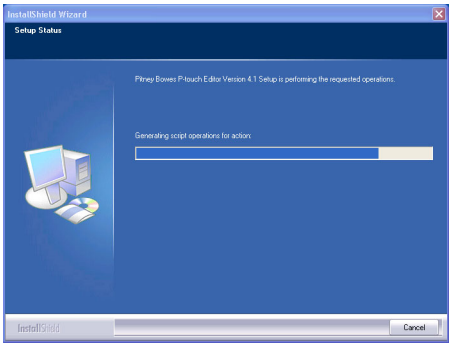
If you do not want a shortcut created for an area, clear the check box for that area. Clear all check boxes to add no shortcuts.

The Start Copying Files dialog box appears.

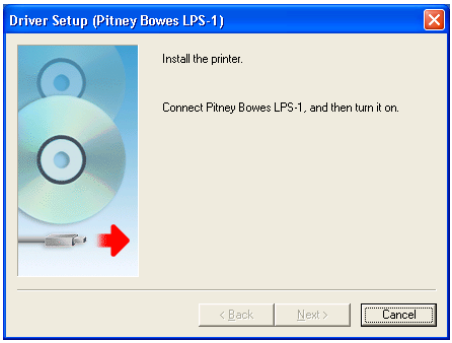
7 **Review the settings to ensure all are correct, and then click [Next]. If the settings are incorrect, click [Back] to go back and correct.**


InstallShield Wizard
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
User Information:
Name:Michael Smith
Company:ABC company
Destination Folder:
E:\Program Files\Pitney Bowes\
Setup Type:
Typical: The application will be installed with the most common options.
[The following feature is installed.]
P-touch Editor Ver. 4
- P-touch Editor
- P-touch Library
- Fonts
- Help
InstallShield
< Back
Next >
Cancel

- The InstallShield Wizard completes preparations for installing the software, and then the Setup Status dialog box appears.

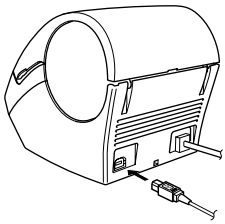


- After all files necessary to install the P-touch Editor have been copied and registered, the Driver Setup dialog box appears.

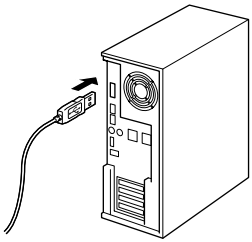


The Driver Setup dialog box does not appear if "Driver" is not selected in Custom installation.

8 **When the Driver Setup dialog box instructs you to connect the LPS-1, plug the connector on the USB cable into the USB port on the back of the LPS-1.**

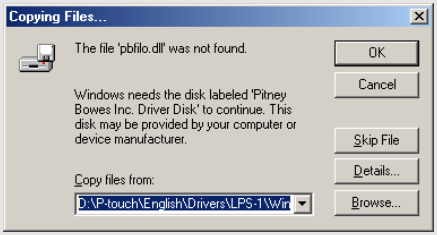


9 **Check that the LPS-1 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.**
When the LPS-1 is recognized, the installer proceeds with the driver software installation.



When connecting the LPS-1 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the LPS-1 directly to the personal computer.

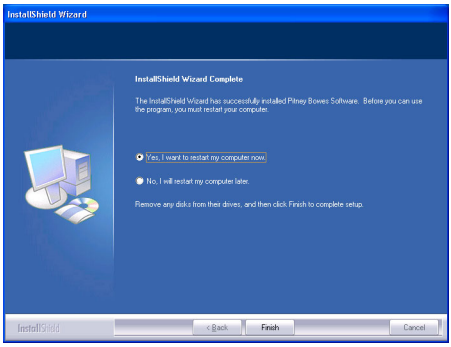
When using Microsoft® Windows® Me
The error dialog box shown to the right may appear during the installation.
If this dialog box appears, click [OK].
installed on.
The software will automatically make the appropriate settings, so it is not necessary to change these settings.


Copying Files...
The file 'pbfilo.dll' was not found.
OK
Cancel
Windows needs the disk labeled 'Pitney Bowes Inc. Driver Disk' to continue. This disk may be provided by your computer or device manufacturer.
Skip File
Details...
Copy files from:
D:\P-touch\English\Drivers\LPS-1\Win
Browse...

After the printer driver installation is completed, the User Registration dialog box appears.

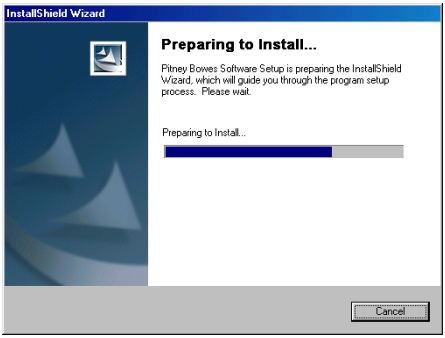
10 **Click [Finish].**
Installation of the P-touch Editor software is now completed.

You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].


InstallShield Wizard
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed Pitney Bowes Software. Before you can use the program, you must restart your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
InstallShield
< Back
Finish
Cancel

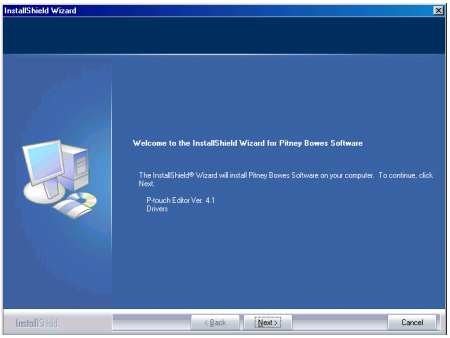
When using Microsoft® Windows® 98 SE

1 **Start your personal computer and insert the CD-ROM into the CD-ROM drive.**
A dialog box appears briefly while the InstallShield Wizard prepares for installation.
When the preparation is complete, the InstallShield Wizard welcome dialog box appears.

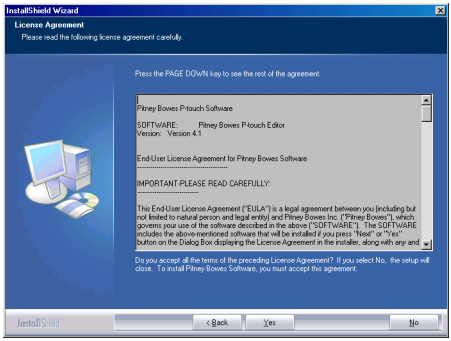

InstallShield Wizard
Preparing to Install...
Pitney Bowes Software Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Preparing to Install...
Cancel

- It may take a short time for the dialog box to appear.
- If the dialog box does not appear, navigate to the contents of the CD-ROM, and then double-click the "Setup.exe" icon.

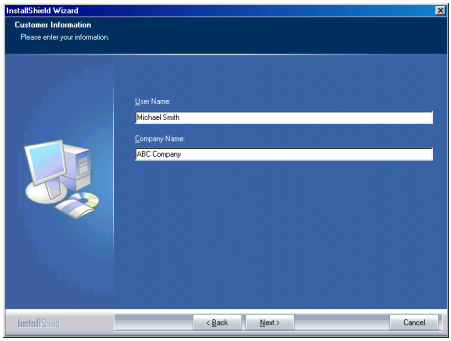
2 **Click [Next] to begin installation.**
The License Agreement dialog box appears.


InstallShield Wizard
Welcome to the InstallShield Wizard for Pitney Bowes Software
The InstallShield® Wizard will install Pitney Bowes Software on your computer. To continue, click Next.
P-touch Editor Ver. 4.1
Drivers
InstallShield
< Back
Next >
Cancel

3 **Carefully read the license agreement. If you agree to the terms and conditions of the license agreement, click [Yes] to continue installation.**
The Customer Information dialog box appears.

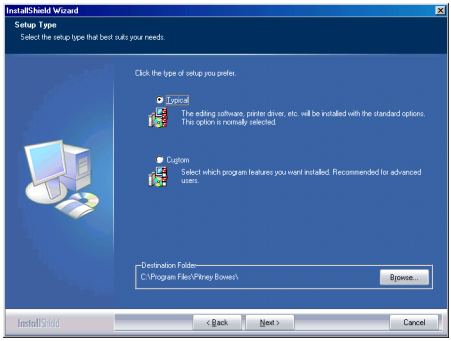

InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
Pitney Bowes P-touch Software
SOFTWARE: Pitney Bowes P-touch Editor
Version: Version 4.1
End-User License Agreement for Pitney Bowes Software
IMPORTANT-PLEASE READ CAREFULLY:
This End-User License Agreement ("EULA") is a legal agreement between you (including but not limited to natural person and legal entity) and Pitney Bowes Inc. ("Pitney Bowes"), which governs your use of the software described in the above ("SOFTWARE"). The SOFTWARE includes the above-mentioned software that will be installed if you press "Next" or "Yes" button on the Dialog Box displaying the License Agreement in the installer, along with any and
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Pitney Bowes Software, you must accept this agreement.
InstallShield
< Back
Yes
No

4 **Enter your “User Name” and the “Company Name”, and then click [Next].**
The Setup Type dialog box appears.



5 **Select the type of setup you prefer. Change the default destination folder if you wish to place the program files elsewhere, and then click [Next].**

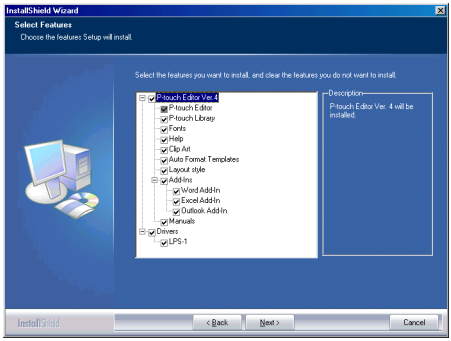
- Click [Browse] to select an alternate destination folder.
- Select “Custom” to install a particular feature. For example, to install the printer driver only.


InstallShield Wizard
Setup Type
Select the setup type that best suits your needs.
Click the type of setup you prefer.
Typical
The editing software, printer driver, etc. will be installed with the standard options. This option is normally selected.
Custom
Select which program features you want installed. Recommended for advanced users.
Destination Folder
C:\Program Files\Pitney Bowes\
Browse...
InstallShield
< Back
Next >
Cancel

The following items will be installed.

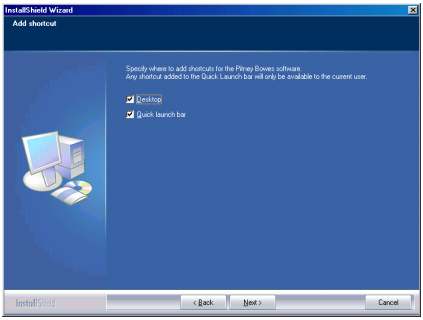
Typical
• P-touch Editor • P-touch Library • Fonts
• Help • Clip Art • Auto Format Templates
• Layout styles • Add-Ins • Manuals • Drivers

Custom
Click [Next] and select the features you want to install on the Select Features dialog box.
Check on to select and off to unselect the items to be installed



The Add Shortcut dialog box appears.

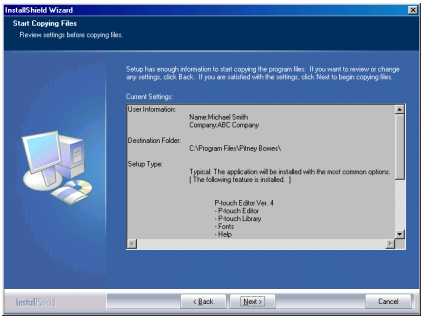
6 **Specify where to add shortcuts (for easy, one click access) for Pitney Bowes Software, and then click [Next].**


InstallShield Wizard
Add shortcut
Specify where to add shortcuts for the Pitney Bowes software.
Any shortcut added to the Quick Launch bar will only be available to the current user.
Desktop
Quick launch bar
InstallShield
< Back
Next >
Cancel

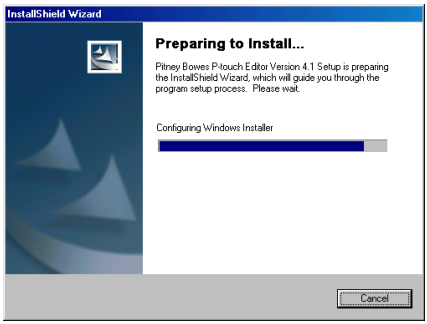
If you do not want a shortcut created for an area, clear the check box for that area. Clear all check boxes to add no shortcuts.

The Start Copying Files dialog box appears.

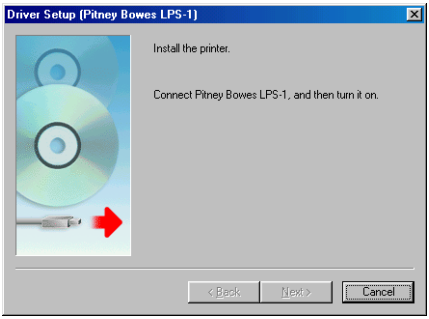
7 **Review the settings to ensure all are correct, and then click [Next]. If the settings are incorrect, click [Back] to go back and correct.**


InstallShield Wizard
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
User Information:
Name:Michael Smith
Company:ABC Company
Destination Folder:
C:\Program Files\Pitney Bowes\
Setup Type:
Typical: The application will be installed with the most common options.
[The following feature is installed.]
P-touch Editor Ver. 4
- P-touch Editor
- P-touch Library
- Fonts
- Help
InstallShield
< Back
Next >
Cancel

- The InstallShield Wizard completes preparations for installing the software, and then the Setup Status dialog box appears.

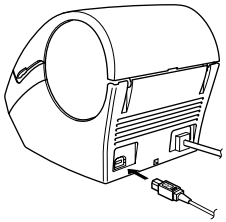

InstallShield Wizard
Preparing to Install...
Pitney Bowes P-touch Editor Version 4.1 Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Configuring Windows Installer
Cancel

- After all files necessary to install the P-touch Editor have been copied and registered, the Driver Setup dialog box appears.

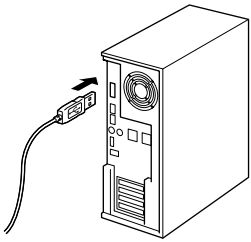


The Driver Setup dialog box does not appear if "Driver" is not selected in Custom installation.

8 **When the Driver Setup dialog box instructs you to connect the LPS-1, plug the connector on the USB cable into the USB port on the back of the LPS-1.**

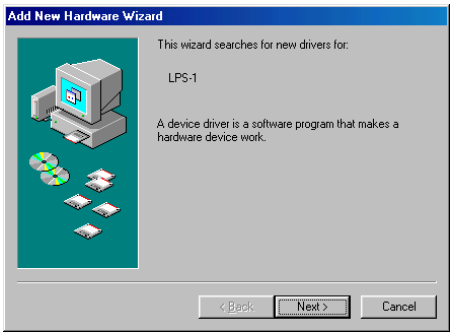


9 **Check that the LPS-1 is turned on, and then plug the connector on the USB cable into the USB port on your personal computer.**
The Add New Hardware Wizard dialog box appears.



When connecting the LPS-1 to a personal computer via a USB hub, a proper connection may not be possible due to the type of hub used. If this occurs, connect the LPS-1 directly to the personal computer.

10 **Click [Next].**
The next Add New Hardware Wizard dialog box appears.


Add New Hardware Wizard
This wizard searches for new drivers for:
LPS-1
A device driver is a software program that makes a hardware device work.
< Back
Next >
Cancel

The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

11 **Click [Next].**
The next Add New Hardware Wizard dialog box appears.

Add New Hardware Wizard
What do you want Windows to do?
Search for the best driver for your device. (Recommended).
Display a list of all the drivers in a specific location, so you can select the driver you want.
< Back
Next >
Cancel

12 Click [Next].

The next Add New Hardware Wizard dialog box appears.

The settings displayed on the screen may vary depending on the operating environment the software is being installed on.
The software will automatically make the appropriate settings, so it is not necessary to change these settings.

Add New Hardware Wizard
Windows will search for new drivers in its driver database on your hard drive, and in any of the following selected locations. Click Next to start the search.
Floppy disk drives
CD-ROM drive
Microsoft Windows Update
Specify a location:
G:\P-TOUCH\ENGLISH\DRIVERS\LPS-1\WIN
Browse...
< Back
Next >
Cancel

13 Click [Next].

The next dialog box appears. The remainder of this procedure varies depending on the dialog box that appears next.

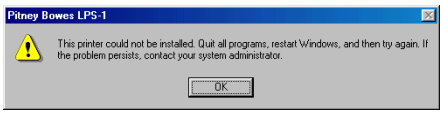
The name of the detected hardware shown in the dialog box may vary depending on your operating environment.

Add New Hardware Wizard
Windows driver file search for the device:
USB Printing Support
Windows is now ready to install the best driver for this device. Click Back to select a different driver, or click Next to continue.
Location of driver:
G:\P-TOUCH\ENGLISH\DRIVERS\LPS-1\W
< Back
Next >
Cancel

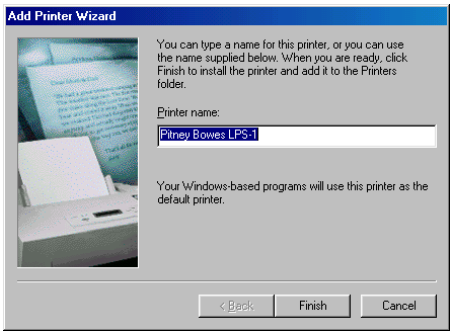
14 Proceed with one of the following.

■When the Add New Hardware Wizard dialog box appears.
Click [Finish].
The new hardware has been detected.
Return to step 10.

■When an error dialog box appears.
Refer to Error Recovery on page 23 to correct the error.


Pitney Bowes LPS-1
This printer could not be installed. Quit all programs, restart Windows, and then try again. If the problem persists, contact your system administrator.
OK

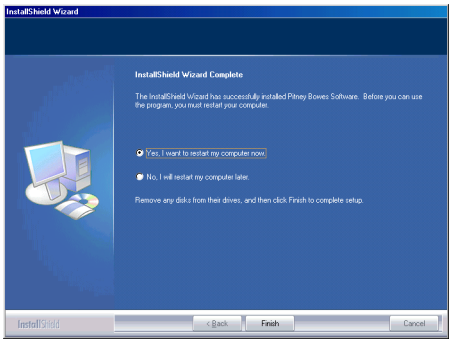
■When the Add Printer Wizard dialog box appears.
Click [Finish].
The new hardware has been detected. Go to step 15.


Add Printer Wizard
You can type a name for this printer, or you can use the name supplied below. When you are ready, click Finish to install the printer and add it to the Printers folder.
Printer name:
Pitney Bowes LPS-1
Your Windows-based programs will use this printer as the default printer.
< Back
Finish
Cancel

15 Click [Finish].
The User Registration dialog box appears.

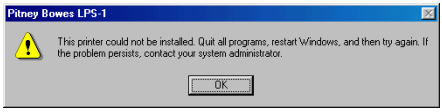
16 **Click [Finish].**
Installation of the P-touch Editor software is now completed.

You may be required to restart your personal computer after installation. Select one of the restart options and click [Finish].

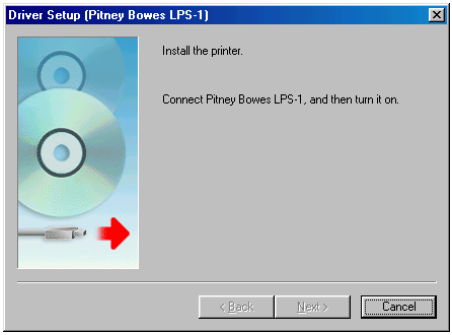

InstallShield Wizard
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed Pitney Bowes Software. Before you can use the program, you must restart your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
InstallShield
< Back
Finish
Cancel

■ Error recovery (when installing printer driver on Microsoft® Windows® 98 SE)

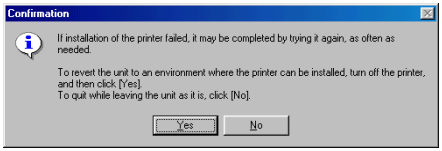
1 **Click [OK].**
The Driver Setup dialog box appears.


Pitney Bowes LPS-1
This printer could not be installed. Quit all programs, restart Windows, and then try again. If the problem persists, contact your system administrator.
OK

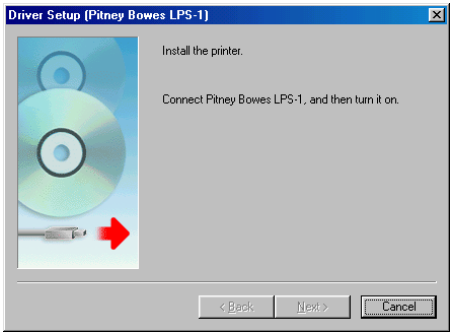
2 **Click [Cancel].**
The Confirmation dialog box appears.



3 **Turn the LPS-1 off, and the click [Yes].**
The dialog box displayed before beginning to install the printer driver appears.


Confirmation
If installation of the printer failed, it may be completed by trying it again, as often as needed.
To revert the unit to an environment where the printer can be installed, turn off the printer, and then click [Yes].
To quit while leaving the unit as it is, click [No].
Yes
No

4 **Turn the LPS-1 on.**
The Add New Hardware Wizard dialog box appears and you can resume installation from step 10.



■ Re-installing the printer driver

If you ever need to re-install the printer driver, a printer driver installer that installs the printer driver only is provided on the CD.

To start,double click the "D_SETUP.EXE" icon in the root directory of the CD to start the printer driver installer, and then simply follow the directions in the dialog boxes displayed to install the printer driver.

You can also follow the above procedure to install the LPS-1 printer driver on additional computers with Windows 98 SE installed.

Uninstalling Software

If for any reason you need to remove the software from your personal computer, follow these steps to uninstall the software.

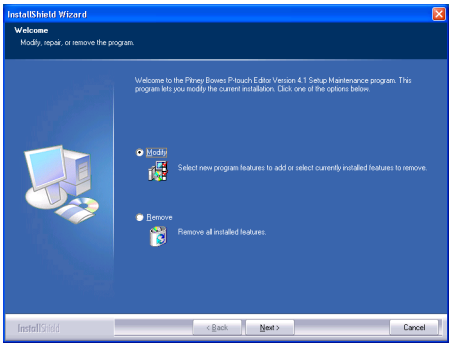
Uninstalling P-touch Editor Version 4.1

This procedure removes the P-touch Editor software and associated software files. The printer driver is not removed by this procedure.

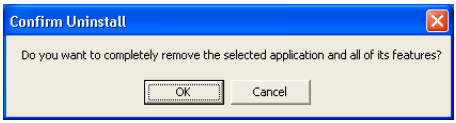
1 **Start (→ Settings) → Control Panel → Add or Remove Programs**
→ Pitney Bowes P-touch Editor Version 4.1
→ Change/Remove (Add/Remove...)

The InstallShield Wizard dialog box appears.

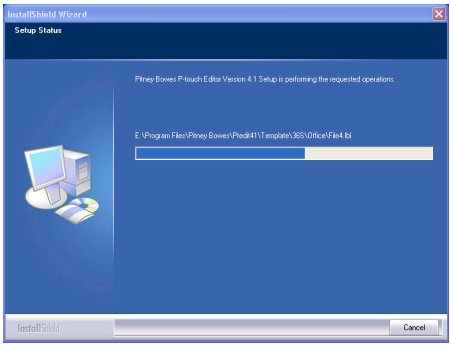
2 **Select "Remove" and then click [Next].**
The Confirm Uninstall dialog box appears.


InstallShield Wizard
Welcome
Modify, repair, or remove the program.
Welcome to the Pitney Bowes P-touch Editor Version 4.1 Setup Maintenance program. This program lets you modify the current installation. Click one of the options below.
Modify
Select new program features to add or select currently installed features to remove.
Remove
Remove all installed features.
InstallShield
< Back
Next >
Cancel

3 **Click [OK] to confirm the unistall.**
The Setup Status dialog box appears.

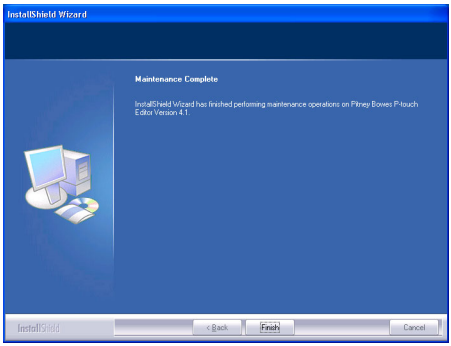


After the software is removed from your personal computer, the Maintenance Complete dialog box appears.



4 **Click [Finish] to complete the uninstall.**

The uninstall process is now completed.



Uninstalling the Printer Driver

This procedure removes the printer driver from the personal computer.

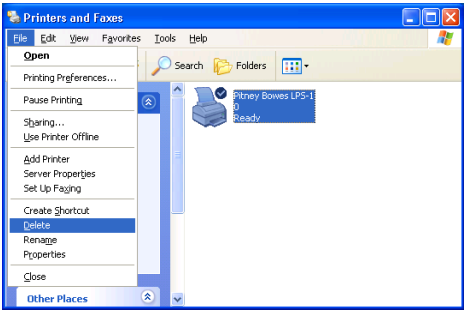
1 **Turn off the P-touch and remove the USB cable from your personal computer.**

2 **Open the Printer control panel (Printers and Faxes for Windows® XP (Home/ Professional)).**

For details, refer to Windows Help.

3 **Select the Pitney Bowes LPS-1 icon and then select "Delete" from the "File" menu.**

Refer to Windows Help for other methods of removing a printer driver from your personal computer.



CREATING LABELS

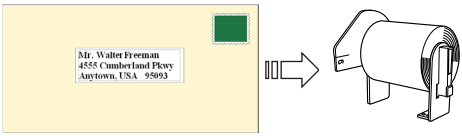
Overview

This section describes the general procedure for creating labels using your LPS-1.
Refer to the sections indicated for details and additional information related to each operation.

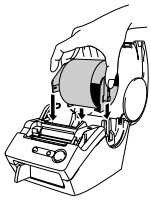
1 Insert the appropriate LA Roll.

Select the appropriate LA Roll for the label you are creating.

[Label]



Insert the LA Roll.

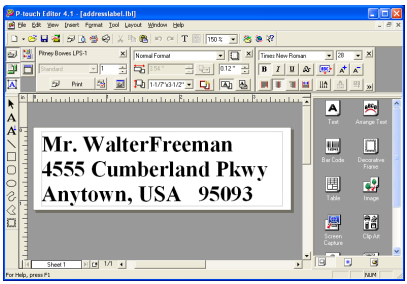


p. 8

2 Enter the text.

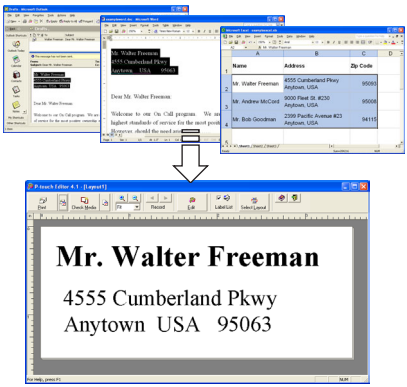
There are two main methods of entering text on the label.

Enter text with P-touch Editor our easy to use label creation software.



p. 28 or P-touch Editor Help

Enter text into a Microsoft Office software application and use our Add-In feature.



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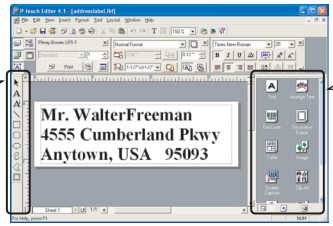
3 Edit the label.

P-touch Editor provides a variety of editing functions.

Use the tools in the Draw toolbar and Object dock to edit the label.

Draw toolbar

Provides tools for drawing graphics on the label.



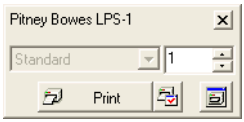
Object dock

The object dock contains icons for functions to add text, graphics, tables, frames and other decorative objects to the label.

P-touch Editor Help

4 Print the label.

Click Print



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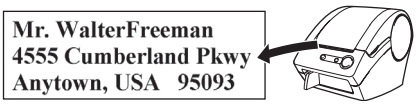
The label is printed from the LPS-1.



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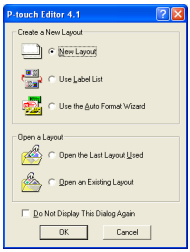
Starting P-touch Editor

1 **To start P-touch Editor, click the Start button on the task bar, point to All Programs (or Programs), point to Pitney Bowes P-touch Editor 4.1, and then click P-touch Editor.**

You can also start P-touch Editor by double-clicking the short-cut icon on the desktop or clicking the short-cut icon in the Quick Launch Tray if these were created during installation.

When P-touch Editor starts, the layout selection dialog box appears.

2 **Select an option in the dialog box, and then click [OK].**



Refer to P-touch Help for details of the options available when starting P-touch.

Using P-touch Editor

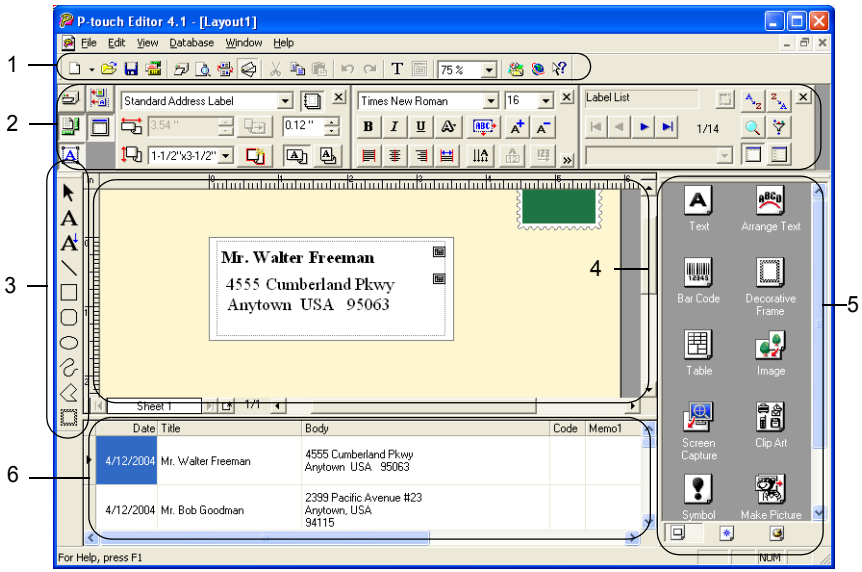
After installing and starting the software, you are now ready to create your own labels.
While you can create a wide range of labels using P-touch Editor, there is generally a common work flow for creating any label.

Select the type and size of label ➢ Enter text ➢ Apply formatting to text ➢ Add decorative objects to the label ➢ Print the completed label

Each process in this work flow is described in the following sections.

Layout Window

The layout window appears after P-touch Editor starts and you select the type of layout from the layout selection dialog box. Some of the most commonly used features of the layout window are described below. We will be using these features in the examples in the following sections.

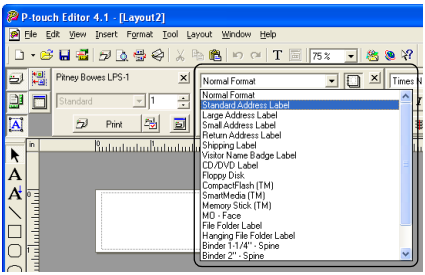


1. **Standard toolbar**
   Provides icons for file, print, edit and view functions.
2. **Property dock**
   The property dock contains the Print, Page, Text, Layout and Database property boxes for setting the font, format, etc. Click on the buttons at the left of the dock to display and close the corresponding property box.
3. **Draw toolbar**
   Provides tools for drawing graphics on the label.
4. **Layout work area**
   The layout work area displays the label and imported objects as you edit the label contents.
5. **Object dock**
   The object dock contains icons for quick access to functions for adding text, graphics, tables, frames and other decorative objects to the label.
6. **Label List/Database window**
   Displays data imported from a database or registered in the Label List.

Creating an Address Label

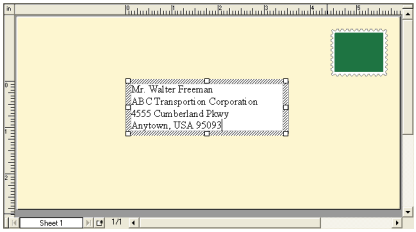
This section describes the process of creating an address label as an example.
In this example we will create a standard sized address label with the addressee's name in bold and a slightly larger font size, and with a simple single-line frame with rounded corners.

1 **In the Page properties box, select Standard Address from the pull-down list of label types.**
The tape length and width settings are automatically set to the size of a standard address label.



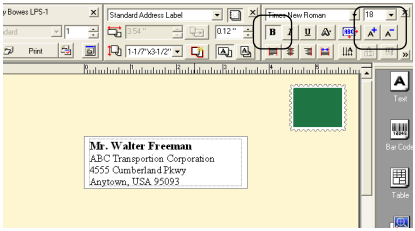
If the Page property box is not displayed in the Property dock click to open it.

2 **Click the Text icon in the Object dock to create a text box, and then type in the name and address.**



3 **Select the name (the first line of text) and then apply bold and slightly larger font size settings using the Text properties box.**

The settings are applied to the selected text.
The label should now be ready for printing. Refer to Printing the Label for further details.

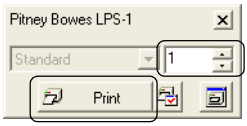


If the Text property box is not displayed in the Property dock click to open it.

Printing the Label

We will now print the label created in the earlier example.

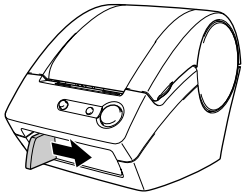
1 **In the Print properties box, select the number of copies to be printed (1) and then click** Print **.**
The label is printed.



If the Print property box is not displayed in the Property dock click to open it.

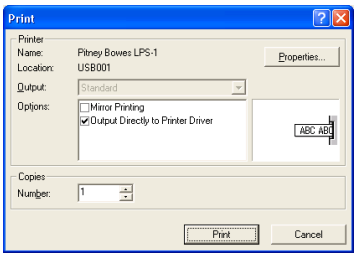
2 **Cut off the printed label using the CUT lever.**

When using the LPS-1, make sure that printing is completed before cutting the label with the CUT lever. Attempting to cut the label before printing is completed will result in an error. If an error occurs, turn the power off and then on again to clear the error.



■ Printing options and label cutting

Click in the Print properties box to open the Print dialog box and select printing options.



●Print Options●

Setting	Details
Mirror Printing	Prints a mirror image of the label. Use this option clear tape to create labels that can be applied to the inner surface of glass etc. and read from the outside.
Output Directly To Printer Driver	Sends the data directly from the application to the printer driver. We recommend that you leave this box checked when printing labels.
Copies	Selects the number of copies to be printed.

When printing a label you can select whether priority is given to print quality or print speed.
When Printing Speed over Quality has been checked, some objects may not print or the printed image may appear slightly different.
Click Properties... to open the PB LPS-1 Properties dialog box and then select one of the Quality radio buttons.

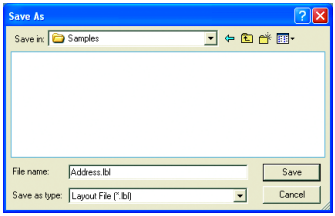
Saving the Label

You can save the label you have created in a file for later use.

1 **Click in the Standard toolbar.**
The Save As dialog box appears.

When the current label layout has already been saved, changes are saved to the existing file name.

2 **Navigate to the folder where you want to save the file, enter the file name, and then click Save.**
The label layout is saved in the location specified.



■ About file names

File names can be up to 255 characters long, and cannot contain the following characters.

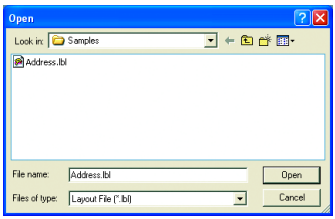
- Slash (/).
- Backslash (\).
- Greater than or less than symbols (>, <).
- Asterisk (*).
- Question mark (?).
- Double quotations (").
- Pipe symbol (|).
- Colon (:).

Opening an Existing Label File

Label layouts that have been saved to a file can quickly and easily be opened and used again.

1 **Click in the Standard toolbar.**
The Open dialog box appears.

2 **Use the drop down menus to navigate to the folder containing the target file, select the file, and then click Open.**
The file is opened and the label layout is displayed in the layout window.



Creating Bar Code Labels

You can create labels with bar codes for use with cash registers, stock control systems or other bar code reader systems.

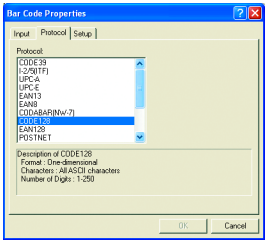
1 **In the Page properties box, select Normal Format from the pull-down list of label types.**
The tape length and width settings are automatically set to the size of a standard address label.

If the Page property box is not displayed in the Property dock click to open it.

2 **Click the in the Object dock.**
The Bar Code Properties dialog box appears.

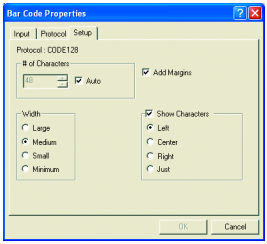
3 **Click the [Protocol] tab to open the Protocol page, and then select a bar code protocol from the "Protocol:" list box.**

A description of the selected protocol appears below the "Protocol:" list box.



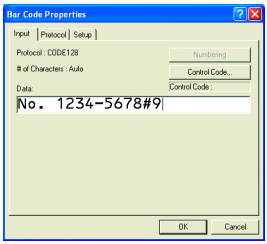
4 **Click the [Setup] tab to open the Setup page, and then select any bar code format options for the selected protocol.**

The options that can be chosen may differ depending on the protocol selected.



5 **Click the [Input] tab to open the Input page, type the data for the bar code in the Data text box, and select any options that are available for the selected protocol**

The options that can be chosen may differ depending on the protocol selected.



6 **Click [OK].**
The bar code appears on the label in the layout work area.

- Pitney Bowes shall not assume any responsibility for any loss or damage caused by bar code labels being misread.
- If the bar code reader is not able to read bar code labels printed using the "Give priority to print speed" option, try using the "Give priority to print quality" option.
- The bar code reader may not be able to read bar code labels with narrow bar codes.
- The LPS-1 is not designed exclusively for creating bar code labels. Always check that bar code labels can be read by the bar code reader.
- Always use the largest bar code size possible. The bar code reader may not be able to read bar code labels with small bar codes.
- Continuously printing a large number of labels with bar codes can overheat the print head, which may affect printing quality.
- For best results, print bar code labels in black on a white label. Some bar code readers may not be able to read bar code labels created using colored labels. Always check that bar code labels can be read by the bar code reader.
- To make changes to an existing bar code in a label, double-click the bar code to open the Bar Code Properties dialog box and change the settings.
- You can create bar code labels even more efficiently by connecting to a database and retrieving data for several labels. Refer to page 52 or P-touch Editor Help for details.

Pitney Bowes label printers are not designed specifically as bar code printers. The following suggestions are recommended when reading/printing bar code labels:

- Please verify the bar code readability with your specific bar code scanner.
- Bar codes should be printed in black on white labels. The bar code reader may not be able to scan labels created with other substrate colors.
- The bar code width should be set to the largest dimensions possible. If the bar code size is too small, the bar code reader may not be able to scan the bar code.
- The entire bar code image, including left and right margins, must be within the dimensions of the label image area.

Please note that the foregoing is solely for your information. This is not a warranty or representation about the fitness of label printers to print bar code labels or the quality or legibility of bar code labels printed with your label printer. Pitney Bowes and its affiliates specifically disclaim any and all damage, loss and liability arising from the use of bar code labels printed by a label printer.

Creating Other Types of Labels

The following are examples of the variety of labels that can be created using P-touch Editor and some optional features. Refer to How To in the online P-touch Editor Help for further details.

	Sample	Options
1: Making an address label with P-touch Editor		• Printing • Saving a layout
2: Changing the font of the address label created in lesson 1		• Changing the font • Adjusting objects
3: Making an address label by using an Add-In		• Using Add-In
4: Making a label by using the label list		• Using the label list
5: Making a label by using a layout style		• Editing and saving a layout style
6: Making a label by using a database		• Linking with an Excel file • Merging into a layout
7: Making a banner or sign with continuous length tape		• Specifying the label length • Inserting clip art illustrations
8: Making labels using the Numbering function:		• Specifying a Numbering field and printing
9: Making address labels contains a bar code		• Selecting a protocol • Changing the size
10: Making a vertical label with continuous length tape		• Using tape as vertical direction
11: Making an address label by using the Auto Format function		• Using the Auto Format function
12: Making a label by using the P-touch Library		• Using the P-touch Library

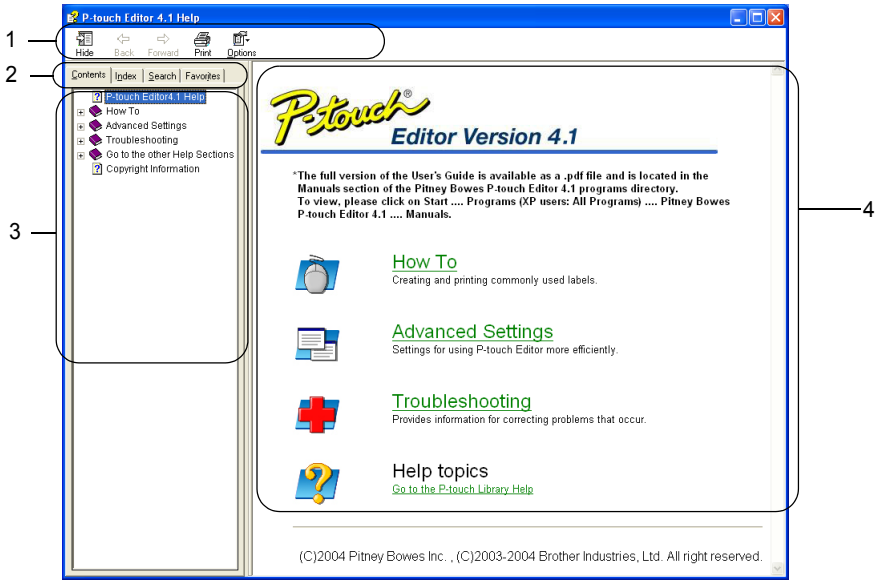
Using Help

P-touch Editor has its own Help application that offers further detailed information on the features available with P-touch Editor and how to use these features.

■ Opening Help

1 **Start P-touch Editor. Refer to “Starting P-touch Editor” on page 28.**
The layout window appears.

2 **Select “P-touch Editor Help” from the Help menu or use F1.**
The P-touch Editor Help window appears.


1
2
3
4
P-touch Editor 4.1 Help
Hide
Back
Forward
Print
Options
Contents
Index
Search
Favorites
P-touch Editor4.1 Help
How To
Advanced Settings
Troubleshooting
Go to the other Help Sections
Copyright Information
P-touch
Editor Version 4.1
*The full version of the User's Guide is available as a .pdf file and is located in the Manuals section of the Pitney Bowes P-touch Editor 4.1 programs directory. To view, please click on Start .... Programs (XP users: All Programs) .... Pitney Bowes P-touch Editor 4.1 .... Manuals.
How To
Creating and printing commonly used labels.
Advanced Settings
Settings for using P-touch Editor more efficiently.
Troubleshooting
Provides information for correcting problems that occur.
Help topics
Go to the P-touch Library Help
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1. **Toolbar**
   Contains quick and easy access icons used in *Help*.
2. **Tabs**
   Each tab provides a different search method for finding information about the P-touch Editor.
3. **Menu**
   Displays the information choices for each tab.
4. **Topic Area**
   Area of the screen where information on each of the topics is displayed.

■ **Printing Help**

The contents of the Help topics can be printed to a standard printer (not the LPS-1).

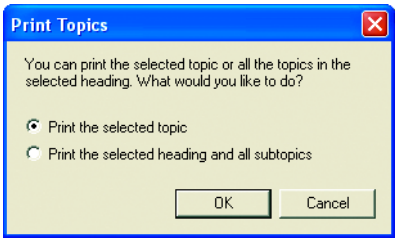
1 **Select a topic in the Contents tab.**

2 **Click** Print **on the toolbar.**

The Print Topics dialog box appears.

3 **Select the range of topics to be printed, and then click** OK **.**

The Print dialog box appears.


Print Topics
You can print the selected topic or all the topics in the selected heading. What would you like to do?
Print the selected topic
Print the selected heading and all subtopics
OK
Cancel

4 **Select any options for your standard printer, and then click** Print **.**

The specified Help topics will be printed.

The Label List

The Label List is a built-in database for storing information from previously created labels or for potentially new labels.

How the Label List Works

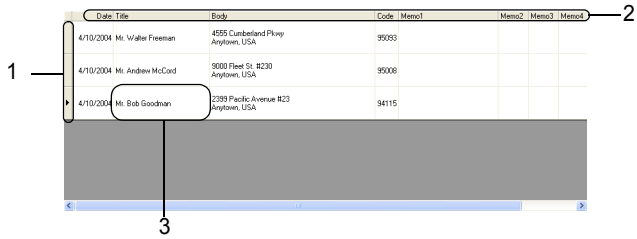
The Label List is displayed in the Label List window, and works similarly to a Database connection. Refer to “Using a Database” on page 52 for a details about conecting to a database. However, with the Label List, the database cannot be imported and can only be exported in CSV format, but records can be added, deleted, and edited (note that the fields are however fixed).

Views

The Label List can be displayed in either Record View or Form View.
To change from one view to the other, right-click in the Database window, and then select either “Record View” or “Form View” from the associated menu.

■ Record view

Displays a list of records and their associated data for each record in the Label List.

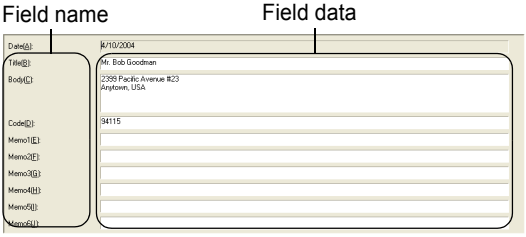


1. **Record selector**
   Clicking the record selector selects the entire record. The record currently selected is indicated by the ▶ mark.
2. **Field selector**
   Displays the field name. Clicking the field selector selects the entire column.
3. **Cell**
   Displays the field data for each field in a record.

Once fields are merged into a label layout, the corresponding data appears in the label when a record is selected. Simply select a different record to change the contents of the label.

- Each row in the list indicates a record.
- The font used in the record view can be changed by changing the settings on the [Database] tab of the Options dialog box. From the “Tool” menu, select “Options” to open the Options dialog box.
- The height of a record can be adjusted by dragging the record divider line between records in the record selector column. Similarly, the width of a field can be adjusted by dragging the field divider line between fields in the field selector row.

■ **Form view**
Displays the selected record data in a form rather than as a list.



Using the Label List

As an example we will create a set of address labels using the Label List.
Before beginning, create a new layout and select the label size. Refer to “Creating an Address Label” on page 30. The label list would be used when a user wishes to print (reprint) a label containing the stored information.

■ **Opening the Label List**

1 **Click the File menu, point to Database, and then click Label List.**
The Label List window appears.

■ **Entering data**
In our example we will use the Label List view, the Title field for the name and the Body field for the address on a label.

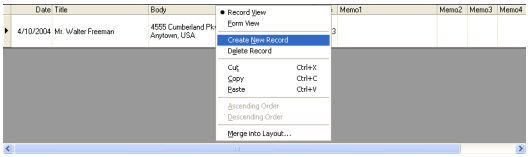
1 **Double-click on the Title field to place the cursor in the field, and then type in the name.**

2 **Double-click on the Body field to place the cursor in the field, and then type in the address.**

To enter a new line in a cell, hold down the [Ctrl] key and press the [Enter] key.

3 **Repeat this for all necessary fields.**

4 **To add the next record, right click in the Label List window, and select “Create New Record” from the pull down menu.**



A new record appears in the list.

5 **Enter the name and address, etc., in the new record.**

6 **Repeat steps 4 and 5 to add more records.**

Creating Labels Using a Layout Style and Data from the Label List

The label layout can now be created using the fields in the Label List as a guide.

■ What is a Layout Style?

- A Layout Style lets you easily use a variety of previously registered label layouts.
- You can also register new layouts you have created and quickly and easily recall these for use again later.

■ When is this useful?

- You can easily create labels by simply selecting a Layout Style then just entering text in the layout displayed in the P-touch Editor's Layout window.
- You can quickly create and print labels using the Merge Fields function to automatically arrange data from a Label List or database in the desired layout.

■ Choosing a Default Layout Style

A default layout style can be selected for each individual LA Roll type. Initial defaults have been set and are indicated with the word “default” as part of the Layout Style name.
To set a default layout style for a particular LA Roll type.

1 **Load the LA Roll, for the type you wish to set the default style for, into the LPS-1.**

2 **Click the Format menu, and then click Apply Layout Style to open the list of available layout styles to select from. Use the category pull down menus to select layout styles from alternate categories.**

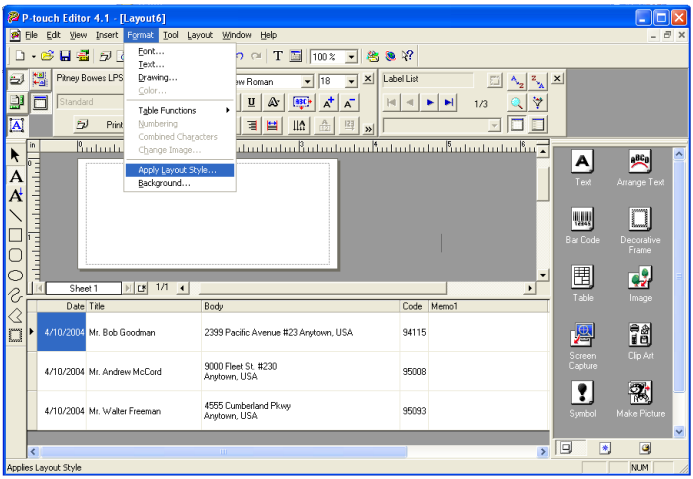
If the layout style you want is not in any of the category lists, create a new layout style (refer to the “Using a Layout Style to create a label” section).

3 **Click on the applicable layout style and Click OK. This will set the default layout style for your loaded LA Roll type.**

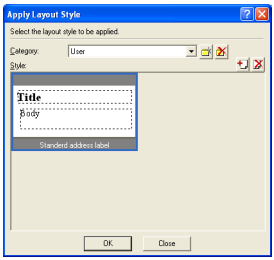
4 **Close the window and repeat steps 1-3 for each LA Roll type.**

■ Using a Layout Style to create a label.

1 **Click the Format menu, and then click Apply Layout Style.**
The Select Layout Style dialog box appears.

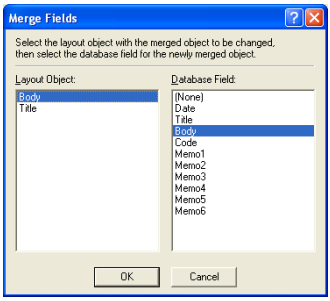


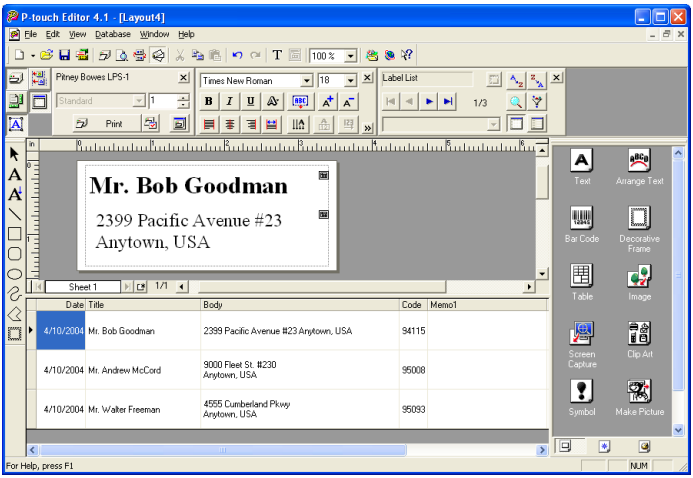
2 **Select the appropriate layout for the label you want to create, and then click** OK **.**
The Merge Fields dialog box appears.



Each label size has default Layout Style. For each, the layout style used the last time for that specific label size will be automatically saved and used the next time.

3 **On the new layout, each field has a name, indicated in the Merge Fields dialog box as Layout Object. For each field, assign an object from the Label List. To assign the object, click on the Layout Object in the left column, and the corresponding Label List Object in the right column. Repeat for all the objects. When finished, click** OK **to return to the label layout and view the label.**





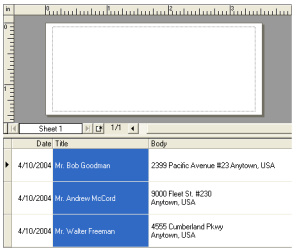
■ Creating and registering a new Layout Style using the Label List fields

When there is no pre-designed New Layout Style for the label you want to create, you can design a new layout and register it as a New Layout Style.

1 **Click the File menu, point to New and the click New Layout to create a new layout.**

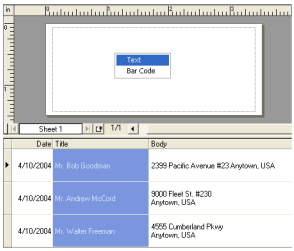
2 **To add the field from the Label List to the label layout, click on the field selector of the field you want to add to the label, and then drag and drop it on the layout.**

A pop-up menu appears.

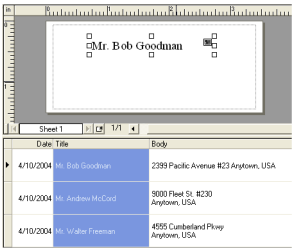


3 **Select "Text" from the pop-up menu.**

The field is added to the layout and displayed as text.



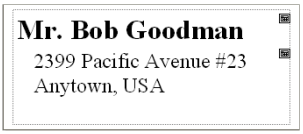
If "Bar Code" is selected, the field is added and displayed as a bar code.



4 **Repeat steps 1 and 2 to add more fields to the layout.**

You can add multiple fields at once by holding down the Shift key and selecting contiguous field selectors.

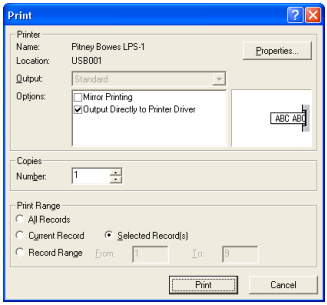
5 **Arrange the objects on the layout, and apply any format settings to complete the layout.**



6 **Select Layout Style and click (Save).**
The first time you register a new layout, the Add category dialog box appears. Enter a category name. Any layouts registered by you will be stored in this category.

■ Printing labels from the Label List

1 **Click in the Print properties box to open the Print dialog box and select the print options. Refer to “Print Options” on page 31 for details.**



2 **Select a Print Range option to select which records are printed.**
Refer to the Print Range Options table for details.

3 **Click** Print
The specified labels are printed.

●Print Range Options●

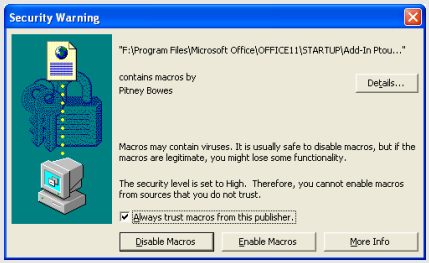
Setting	Details
All Records	Prints all records in the Label List.
Current Record	Prints the record currently displayed.
Selected Record(s)	Prints the record(s) currently selected in the Label List.
Record Range	Prints the records designated by the “From” and “To” range settings.

- Optionally, a record can easily be printed by selecting the record in the Label List, then clicking in the Standard toolbar.
- You can select multiple non-contiguous records for printing with the Selected Record(s) and Record Range options by holding down the [Ctrl] key and selecting the desired records.

Using P-touch Editor with Other Applications

If during software installation the Add-In feature was selected, an Add-In function is also installed for Microsoft Word, Microsoft Excel and Microsoft Outlook (provided these applications are installed on your personal computer). Using these Add-In functions, you can quickly and easily create a label by highlighting the information and clicking the P-touch icon.

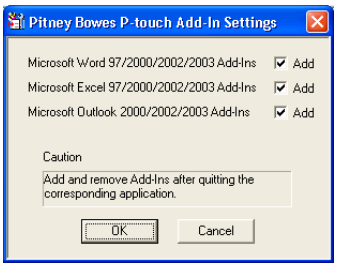
- The Add-In function can be installed to the following applications and versions:
  Microsoft Word 97/2000/2002/2003, Microsoft Excel 97/2000/2002/2003, Microsoft Outlook 2000/2002/2003.
- After installing the Add-In functions for Microsoft Word, Microsoft Excel or Microsoft Outlook, the "Security Warning" dialog box may appear when starting these applications, depending on the application's security settings.
  If this dialog box appears, check the "Always trust macros from this source(publisher)." checkbox, and then click the "Enable Macros" button.
  Refer to "Help" of the application you are using for details on security settings.


Security Warning
"F:\Program Files\Microsoft Office\OFFICE11\STARTUP\Add-In Ptou..."
contains macros by
Pitney Bowes
Details...
Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
The security level is set to High. Therefore, you cannot enable macros from sources that you do not trust.
Always trust macros from this publisher.
Disable Macros
Enable Macros
More Info

Add-In Utility

The Add-In Utilty allows you to install/uninstall the add-In function for selected programs.
To start the Add-In Utility, click the Start button on the task bar, point to All Programs (or Programs), point to Pitney Bowes P-touch Editor 4.1, point to P-touch Tools, and then click Add-In Utility.

In the Pitney Bowes P-touch Add-In Settings dialog box, check the checkbox of the applications that you want to use the P-touch Add-In with, or uncheck the checkbox of the applications that you do not want to use the P-touch Add-In with.



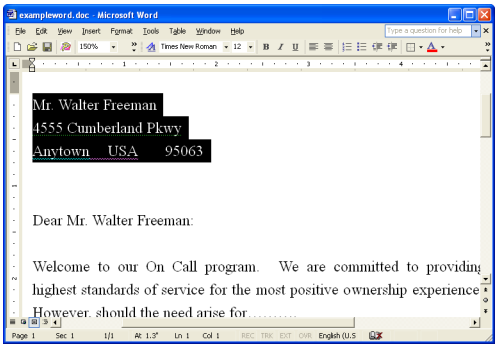
Make sure that the applications you want to change the settings for are not running before changing the settings.

Microsoft Word

You can start the P-touch Add-In and copy the highlighted data directly onto a label from Microsoft Word. The highlighted data is copied as text and automatically added to a new record created in the Label List. The Title and Body fields of the new record are then merged into a new label layout, which is displayed in the Add-In Preview window.

■ Creating a label using data from Microsoft Word

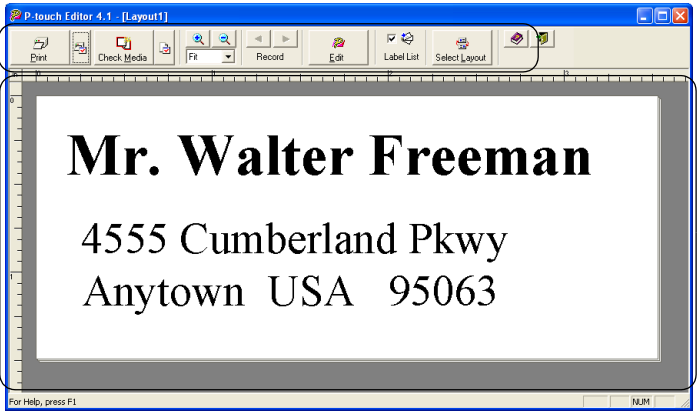
1 Open a Microsoft Word document and select the data you wish to place on a label. To select the data, highlight the text.


exampleword.doc - Microsoft Word
Mr. Walter Freeman
4555 Cumberland Pkwy
Anytown USA 95063
Dear Mr. Walter Freeman:
Welcome to our On Call program. We are committed to providing
highest standards of service for the most positive ownership experience
However, should the need arise for

2 **Click in Microsoft Word's standard toolbar.**
P-touch Editor starts and the Add-In Preview window appears showing the newly created label.

Toolbar

Preview window
Displays a preview of the label with the copied data



Add-In Preview window toolbar

Print	**Print button** Prints the current label.
	Print Settings button Opens the Print dialog box.
Check Media	**Check Media button** Checks the size of the LA Roll currently inserted in the LPS-1.
	Change Paper Setting Opens the Paper Settings dialog box.
Fit	**Zoom controls** Zoom in or zoom out on the label layout, or select the magnification using the pull-down list.
Record	**Previous/Next Record buttons** Displays the contents of the previous/next label.
Edit	**Edit button** Opens the current label in the P-touch Editor Layout window for editing.
Label List	**Label List checkbox** When checked, the imported data is added to the Label List.
Select Layout	**Select Layout Button** Opens the Layout Style window for selecting Layout Style.
	Help button Opens the P-touch Editor Help.
	Close button Closes the Add-In Preview window.

- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Word.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Word data is added to the Label List" on page 48 for details of how the selected data is automatically added to the Label List.
- The P-touch Microsoft Word Add-In cannot be used if Microsoft Outlook is currently in use. Close Microsoft Outlook and restart Microsoft Word to enable the Add-In.

3 **Click** Print **to print the label.**

To edit or customize the text or label layout, click Edit.
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Word data is added to the Label List

A new record is automatically created and the text in the selected data is added to the following fields.

- The current date is added to the Date field.
- The first line is added to the Title field.
- All remaining lines are added to the Body field.

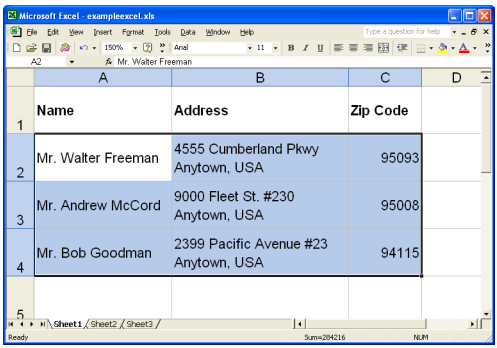
- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click Edit to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 41 for details.

Microsoft Excel

You can start the P-touch Add-In and copy the highlighted data directly onto a label from Microsoft Excel. The highlighted data is copied as text and automatically added to new records created in the Label List. The Title, Body and Code fields of the new record are then merged into a new label layout, which is displayed in the Add-In Preview window.

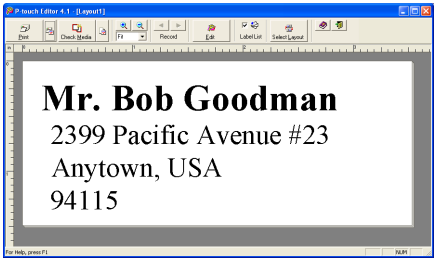
■ Creating a label using data from Microsoft Excel

1 **Open a Microsoft Excel worksheet and select the data you wish to place on a label. To select the data, highlight the text.**



2 **Click in Microsoft Excel's standard toolbar.**

P-touch Editor starts and the Add-In Preview window appears showing the newly created label.



- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Excel.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Excel data is added to the Label List" on page 49 for details of how the selected data is automatically added to the Label List.
- Refer to Add-In Preview window toolbar on page 47 for descriptions of each button.
- When several records are selected and imported, use the Previous/Next Record buttons to preview the label for the previous/next record.
- If you wish to import the last column of data (if numeric) into the code field, check the "Import Into Code Field" checkbox on the "Add-Ins" tab of the Options dialog box.
- The maximum number of rows that can be selected and printed in a single print job is 500.
- When printing, the records selected to be printed will be counted from the bottom of the list to the top. To print records 1 & 2 in a list of 10, select records 9 & 10 to be printed.

3 **Click Print to print the label.**

To edit or customize the text or label layout, click Edit.
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Excel data is added to the Label List

A new record is automatically created for each row selected and the text in the selected data is added to the following fields.

- The current date is added to the Date field.
- The content of the first cell in the row is added to the Title field.
- The content of the remaining cells in the row is added to the Body field.
- If the last cell selected in the row contains numeric data and hyphens only, the content of that cell can be added to both the Body field and the Code field.

Date	Title	Body	Code	Memo1
4/12/2004	Mr. Bob Goodman	2399 Pacific Avenue #23 Anytown, USA 94115		
4/12/2004	Mr. Andrew McCord	9000 Fleet St. #230 Anytown, USA 95009		
4/12/2004	Mr. Walter Freeman	4595 Cumberland Pkwy Anytown, USA 95093		

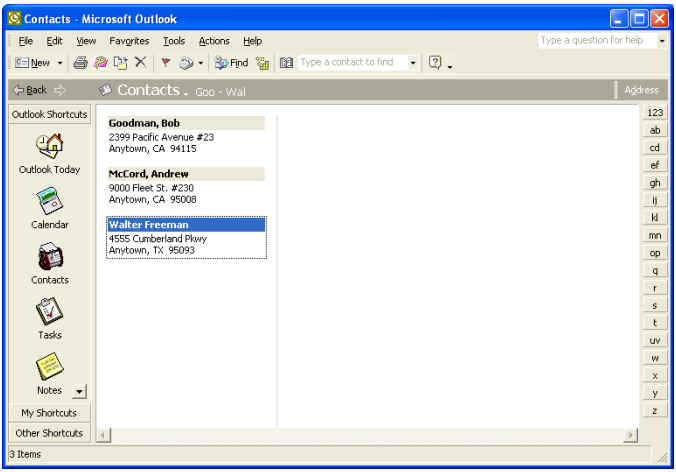
- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click Edit to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 41 for details.

Microsoft Outlook

You can start the P-touch Add-In and copy the highlighted data directly onto label from Microsoft Outlook. The highlighted data is copied as text and automatically added to new records created in the Label List. The Title, Body and Code fields of the new record(s) are then merged into a new label layout, which is displayed in the Add-In Preview window. Data can be imported from the Contacts, Calendar, Deleted Items, Drafts, Inbox, Journal, Notes (not including the Notes dialog box), Outbox, Sent Items and Tasks windows.

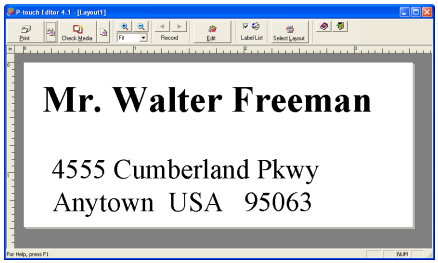
■ Creating a label using data from Microsoft Outlook

1 Open Microsoft Outlook Contacts and select the data you wish to place on a label. To select the data, highlight the contact name.



2 Click in Microsoft Outlook's standard toolbar.

P-touch Editor starts and the Add-In Preview window appears showing the newly created label.



- Refer to P-touch Editor Help for other methods of starting P-touch Editor from within Microsoft Outlook.
- An error message appears if there is no data highlighted, or if the data highlighted contains an object not supported by P-touch Editor.
- Refer to "How Microsoft Outlook data is added to the Label List" on page 51 for details of how the selected data is automatically added to the Label List.

3 Click Print to print the label.

To edit or customize the text or label layout, click Edit.
The full P-touch Editor screen appears and you can edit the label.

■ How Microsoft Outlook data is added to the Label List

When importing data from the Contacts window, a new record is automatically created for each contact selected and the contact data is added to the following fields as text.

- The current date is added to the Date field.
- The contact's Full Name is added to the Title field. When the contact's address is Business, the contact's Job title is also added to the Title field.
- If the "This is the mailing address." checkbox is checked, the contact's address is added to the Body field. When the contact's address is Business, the contact's Company is also added to the Body field.
- The contact's ZIP/Postal code is added to the Code field.

When importing data from any other Outlook window, a new record is automatically created and the selected data is added to the following fields as text.

- The current date is added to the Date field.
- The first line is added to the Title field.
- All remaining lines are added to the Body field.

- Uncheck the "Label List" checkbox in the Add-In Preview window when you do not want to register the data in the Label List.
- The data is copied onto a label formatted with the default Layout Style. To change the Layout Style, click Edit to open the full P-touch Editor screen and edit the layout or apply a different Layout Style. Refer to "Creating Labels Using a Layout Style and Data from the Label List" on page 41 for details.

Using a Database

■ What is the database function?

The database function allows you to use existing data from another source to quickly create custom labels containing database content - for example name/address labels or inventory labels with codes. The supported formats are mdb (MS Access), csv (generic format) and xls (MS Excel).

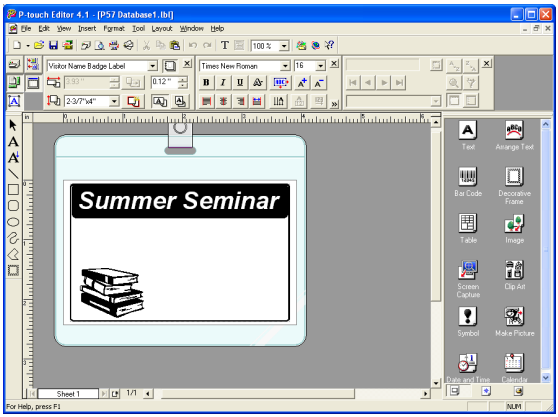
■ Creating a name badge label using a database

This procedure describes how to retrieve the database information and associate it to the layout.

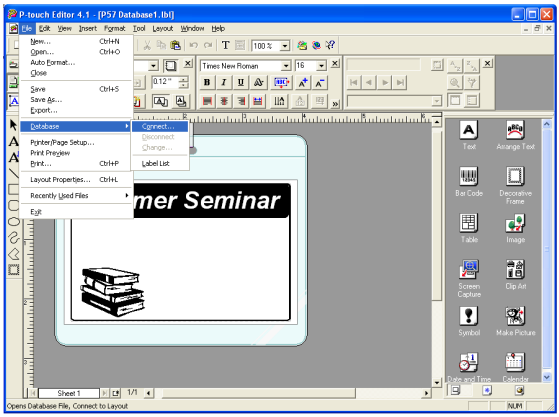
1 **In the Page properties box, select Visitor Name Badge Label from the pull-down list of label types.**
The tape length and width settings are automatically set to the size of a Shipping label.

If the Page property box is not displayed in the Property dock click to open it.

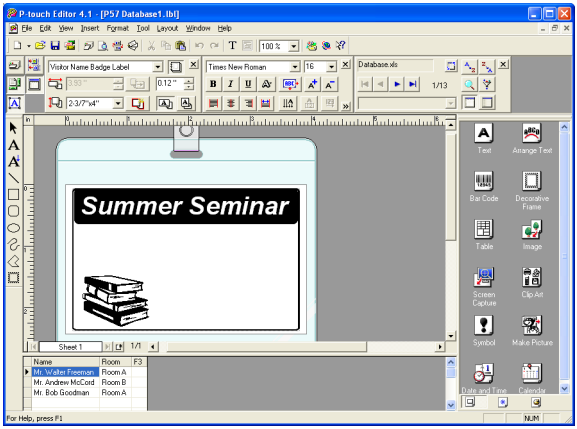
2 **Prepare a rough label layout for the label you want to create.**



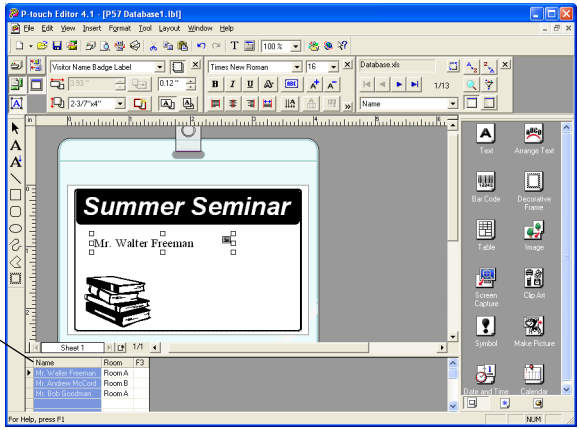
3 **To retrieve the database information and associate it to the layout (merge), click the File menu, point to Database, and then click Connect.**
The Open Database dialog box appears.



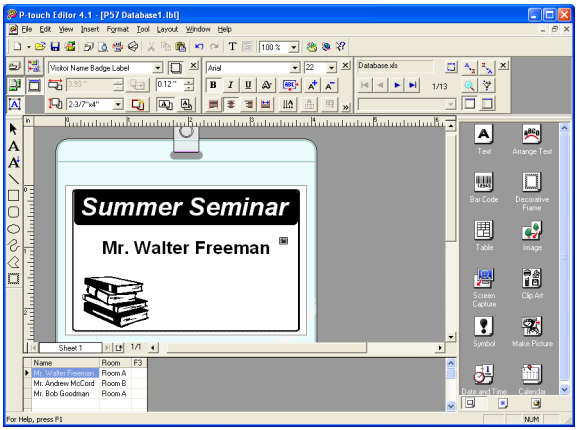
4 **Navigate to the file containing the data to be used for the labels and open the file.**
We will be using MS Excel data for this example. After opening the database file, the Database window appears below the Layout work area.



5 **Click on the field selector of the field you want to add to the label, for this example we will use the Name field, and then drag and drop it on the layout.**
The field is added to the layout.

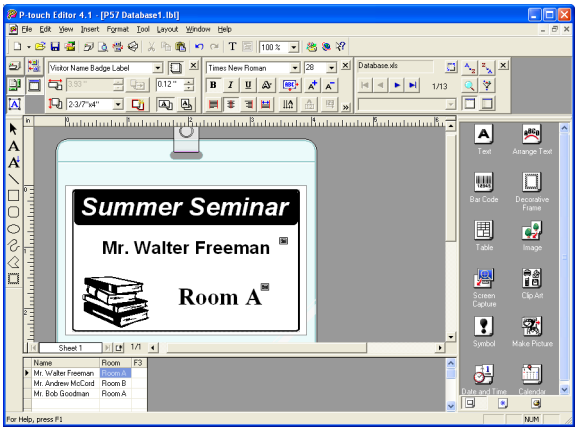


6 Use the Text Properties dialog box to update the font, position and size of the new field.



7 Repeat steps 4 and 5 to add more fields to the layout.

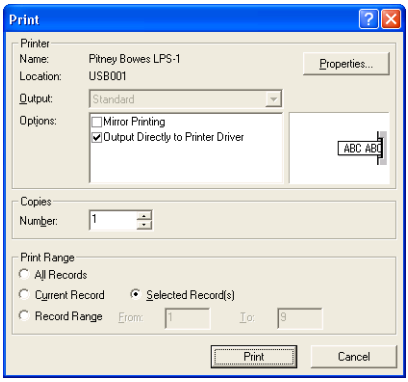
Once you have competed editing the layout, the label is ready to be printed.
You can check the layout and content of each label by selecting the corresponding record in the Database window.



You can also move from record to record by using the "Next Record" and "Previous Record" buttons in the "Database Properties" box.

8 **Print the label(s) using one of the methods below**

- To print the label currently displayed in the Layout work area by itself, click Print in the Print Properties box.
- To print several labels, hold down the [Ctrl] key and select the records in the Database window for the labels you want to print, and then click Print in the Print Properties box.
- To print labels for all records, click the Print Setup button. Select “All Records” for “Print Range” and click to print the labels.



Maintenance

Your LPS-1 may need cleaning from time to time, particularly if you are using it in a dusty environment.

Cleaning the Print Head

The LA Paper Roll used in the LPS-1 is designed to automatically clean the print head. As the LA Paper Roll passes over the head during printing or label feeding, the print head is cleaned. If necessary, simply feed the LA Paper Roll using the FEED button to clean the print head.

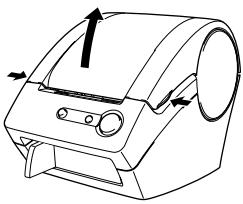
Cleaning the Roller

Use a Cleaning Sheet to clean the roller as described in the following procedure.
Refer to Accessories on page 61 for details on purchasing Cleaning Sheets.

Only use Cleaning Sheets designed for the LPS-1 to clean the roller.
Anything else may scratch or damage the surface of the roller.

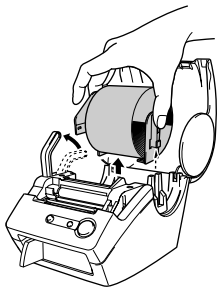
1 **Turn off the LPS-1.**

2 **Hold the LA Roll compartment cover at the sides near the front of the LPS-1 and firmly lift up to open the cover.**



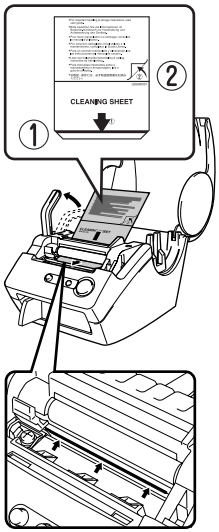
3 **Remove the LA Roll.**

Be sure to remove the LA Roll before cleaning the roller. The roller cleaning function will not operate correctly if the LA Roll is not removed.

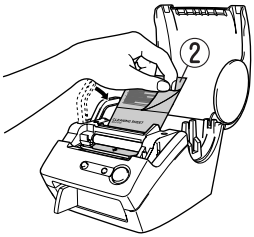


4 **Thread the end (①) of the Cleaning Sheet into the slot immediately before the cutter.**

- Do not peel off section (①) of the sheet.
- Make sure that the printed surface of the Cleaning Sheet is facing up.



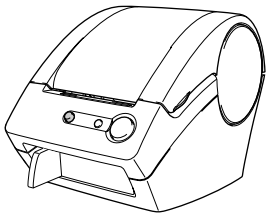
5 **After the Cleaning Sheet is inserted in the slot, peel of section (②) of the sheet.**



6 **Turn on the LPS-1.**

7 **Press and hold the FEED button for at least one second.**
The roller rotates for 4" (10 cm).

- The length of the Cleaning Sheet is 3" (8.5 cm).
- Pressing the FEED button for less than one second makes the roller rotate for 1/3" (8 mm) only.



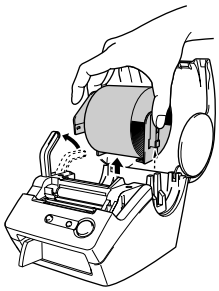
8 **The adhesive surface of the Cleaning Sheet removes any dirt and lint from the roller, and cleaning is then completed. A Cleaning Sheet can only be used one time.**

Changing Cutter Unit

Repeated use of the cutter unit will eventually reduce the sharpness of the blade. When this occurs, purchase replacement blades and then follow this procedure to replace the cutter. Refer to Accessories on page 61 for details on purchasing replacement blades.

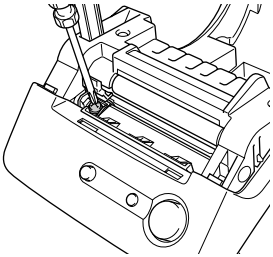
1 **Turn off the LPS-1 and unplug the power code from the electrical outlet.**

2 **Open the LA Roll compartment cover, lift up the label lever, and remove the LA Roll from the compartment.**



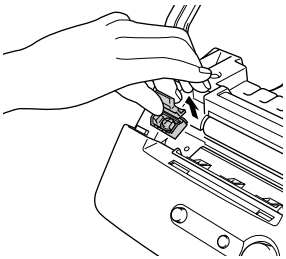
3 **Using a screw driver, loosen the screw securing the cutter unit.**

The screw securing the cutter unit cannot be completely removed. Simply loosen it to remove the cutter unit from the LPS-1.



4 **Grip the tab and lift out the cutter unit.**

Be very careful not to touch the sharp edge of the cutter.



5 **Press the new cutter unit in the machine with the two holes aligned with the to posts in the machine.**

6 **Tighten the screw securing the cutter unit.**

7 **Install the LA Roll and close the LA Roll compartment cover.**
For details refer to “Installing the LA Roll” on page 8.

8 **Plug the power cord back into the electrical outlet.**

Troubleshooting

What to do when...

Problem	Solution
The LPS-1 does not print, or a printing error is received.	• Is the USB cable loose? *Check that the USB cable is connected correctly.* • Is the LA Roll installed correctly? *If not, remove the LA Rolls and reinstall.* • Is there enough roll remaining? *Check that there is enough roll remaining.* • Is the LA Roll compartment cover open? *Check that the LA Roll compartment cover is closed.*
The power button does not light up or flash.	• Is the power supply cord connected correctly? *Check that the power supply cord is connected and plugged in. If connected correctly, try connecting it to another electrical outlet.* ** If the power button still does not light up or flash, contact Pitney Bowes Customer Service at 1-800-243-7824.*
The printed label contains streaks or poor quality characters, or the label is not fed correctly.	• Is the print head or roller dirty? *While the print head generally remains clean under normal use, lint or dirt from the roller may become stuck on the printer head. If this occurs, clean the roller. Refer to "Cleaning the Roller" on page 56.*
A data transmission error appears on the personal computer.	• Is the correct port selected? *Check that the correct port is selected from the "Print to the following port" list in the Printer Properties dialog box.* • Is the LPS-1 in cooling mode (the LED lamp is flashing slowly)? *Wait until the LED lamp stops flashing and then try printing again.*
Labels are jammed in the cutter or are not ejected correctly after printing.	• Does the edge of the cutter unit seem to have lost its sharpness? Do cutter errors occur frequently? *Replace the cutter. For details, refer to "Changing Cutter Unit" on page 58.* • Is there dirt or lint on the roller preventing it from rolling freely? *Use a Cleaning Sheet to clean the roller. For details, refer to Cleaning the Roller on page 56.*
Layout style is not updated when Add-in is still activated and a new label roll is installed.	• Is new label roll installed before activating the P-touch Add-In (The P-touch function is added to your standard Microsoft toolbar)? *Exit the P-touch Add-In, load the 2nd label roll type, reactivate the P-touch Add-in, select "Select Layout", and then verify the layout.*
Microsoft Word P-touch Add-In is not available when Microsoft Outlook is opened.	• Is Microsoft Outlook opened when using Microsoft Word P-touch Add-In? *Close Microsoft Outlook and restart Microsoft Word to enable the Add-In.*

Specifications

LPS-1

Item	Specification	
Display	LED lamp (green)	
Printing	Printing method	Direct thermal printing via thermal head
	Printing speed	Max.90mm/sec, Max.50labels/min. (Standard Address Labels)
	Print head	300 dpi/720 dot
	Maximum Printing Width	2.3"(59mm)
	Minimum printing length	1" (25 mm)
Buttons	ON/OFF button FEED button	
Interface	USB (USB Spec. 1.1 protocol)	
Power source	AC 120 V 60 Hz (0.8A)	
Dimensions	5-3/4" (W) × 7-3/4" (D) × 6" (H) (146 (W) × 196 (D) × 152 (H) mm)	
Weight	Approx. 2.8 lb (1.3 kg) (Without LA Rolls)	
Cutter	Manual cutter	

Operating Environment

Item	Specification	
Operating System	Microsoft® Windows® 98 SE/Me/2000 Professional /XP (Home/Professional) (Corresponding OS must be clean-installed in the PC environment which fulfills MicrosoftÅfs recommending conditions.)	
Interface	USB port (USB Spec. 1.1 protocol)	
Hard disk	Over 70 MB of available space*1	
Memory	Microsoft® Windows® 98 SE/Me	64 MB or more
	Microsoft® Windows® 2000 Professional /XP (Home/Professional)	128 MB or more
Monitor	SVGA, high color or higher graphics card	
Other	CD-ROM drive	
Temperature	10°C to 35°C (50°F ~ 95°F)	
Humidity	20% to 80% (without condensation)	

*1 Required available space when installing the software with all of the options.

Accessories (For USA Only)

Pitney Bowes recommends the use of genuine Pitney Bowes accessories with your LPS-1. The use of other products will not allow the machine to operate or may damage your LPS-1.
The following supplies and accessories are available for your LPS-1 and can be ordered directly from Pitney Bowes.

LA Rolls

Stock No.	Description
LA0-2	4” Online Postage/PC Postage Label
LA0-5	Continuous Paper Tape
LA0-8	Large Address Label
LA0-9	Small Address Label

Replacement Blades for Cutter Unit

Stock No.	Description
LC1-0	Cutter Blades (2-pack)

Cleaning Sheet

Stock No.	Description
LC0-2	Cleaning Sheets (10-pack)

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The user may not resale, duplicate, change, reverse-engineer, disassemble or decompile any part or all of the software on bundled CD without prior written permission.

Contact Information

Service and Support

For service and support of your LPS-1 Label Printer, please visit
http://www.pb.com/labelprinting
or call 1-800-522-0020.

Accessories and Supplies

To order accessories and supplies for your LPS-1 Label Printer, visit PB Supply Line at
http://www.pb.com/supplies
or call 1-800-243-7824.

Pitney Bowes